

Bishop's Castle Town Council Meeting
8th January 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON
TUESDAY 8TH JANUARY 2013 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors:, K.E Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, Dr St J Penney and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

237.12/13 APOLOGIES FOR ABSENCE.
Apologies were received from Councillors J. Magill who was on holiday and W.J. Morris who had work commitments.
Councillor Carroll proposed to accept the reasons for apologies, seconded by Councillor Wright and resolved.

238.12/13.DECLARATION OF INTEREST
a) Disclosable Pecuniary Interest
Councillor Furber declared a disclosable pecuniary interest in item 14 as he had offered to store the Christmas lights.
b) Declarations of Personal Interest.
Councillors Bowles and Farr declared personal interests in item 9 and 20 as they are Trustees of Bishop's Castle Town Hall Trust.

239.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 4th DECEMBER 2012
It was proposed by Councillor Dr Penney, seconded by Councillor Holton and resolved to approve the minutes of the Town Council meeting held on the 4th December 2012.

240.12/12 MATTERS ARISING
a)i) *Civic Society* – A meeting has been arranged for 14th January between two representatives of the Civic Society, two representatives of the Trustees, the Project Architect and the Project Manager.
ii) *Digital Future* – A word press website and Town Council Facebook are work in progress
iii) *Section 106 monies for play equipment* – Shropshire Council has approved the proposed usage of the section 106 money for the purchase of new play equipment. Arrangements are being made to transfer the £30,000 for the new equipment plus £20,000 for on going maintenance, to the Town Council.
b)i) *New street lighting hoods* – Hoods will be fitted shortly to four of the new street lights in Bull Lane/ Montgomery Road to see if this improves the glare.
ii) *Road safety in Oak Meadow* – It was agreed to ask Glyn Shaw to install the barrier between the Oak Meadow play area and the road.

241.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak

242.12/13 REPORT FROM THE UNITARY COUNCILLOR
Councillor Barnes wished the Council a Happy New Year.
The Primary School assembly has now taken place to talk about cleaning up after your dog. The assembly was a huge success, there will be a poster competition to help promote the message.
There are now monthly highway meetings with officers and Councillor Barnes, any highways concerns can be taken through Councillor Barnes.
The speed signs were being erected today on the A488. The 20mph scheme for the town centre will require extensive consultation and parking will need to be considered alongside it. Therefore it won't be taken forward until the new municipal year.
The LJC meeting on 14th February will include a focus on the new benefits and housing reforms. There will be officers from the Housing Association and Shropshire Council there to answer questions. Members of the public are invited to attend to find out how this will affect them. The meeting will be held at Lydham.

243.12/13 TOWN AND COUNTRY PLANNING ACT
a)i) 12/04825/FUL – Kings Head Inn, 48 Church Street. Temporary change of use of rear garden of public house to camp site for siting of six camping pods with wc and shower pod. There was some discussion on the meaning of temporary use and how long temporary could last for. Councillor Carroll proposed no objection to the application; Councillor Dr Penney asked for an amendment to limit the temporary use to 6 months, the amendment was not seconded. Councillor Bavastock suggested it could be temporary because the pods themselves are not a permanent structure. Councillor Wright seconded the proposal to make no objection and it was resolved.
ii) 12/04937/FUL – The Pines Residential Home, Colebatch. Change of use of ground floor room from workshop/store to residential room and associated alterations. It was proposed by Councillor Carroll to make no objection, seconded by Councillor Wright and resolved.
i) 12/04901/TPO - 1-8 Grange Court, Kerry Lane. To fell one Beech tree and cut to ground level one Ash stump protected by SSDC PERMISSION GRANTED
ii) 12/01563/FUL – Glebeland, Church Lane. Erection of detached single storey dwelling and formation of vehicular access PERMISSION GRANTED

c) Enforcements
i) 12/03473/ENF – The Schoolhouse, Bull Lane. Possible non compliance with planning permission. Noted.

244.12/13 ACCOUNTS
Councillor Bavastock proposed that the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Wright and resolved.

	£	Cheque No.
Salaries	2,292.18	104051-053,58
Andrew Wallace	30.30	104043
Nikki Rodick – Expenses	10.82	104057
Monument Landscaping – Grounds Maintenance	55.00	104054
Simon Morray - Farmers Market December	30.00	104055
Paul Lucas – Farmers' Market Assistance	50.00	104056
Fastrack Maintenance	160.02	104046
BT Internet	126.30	104042
Communities Can – December Invoice	2657.20	104048
COS – Admin Fee	90.00	104044
BCBS – Smoke Alarm	15.31	104047
Medlicott Snows – Auction Yard Toilets	210.00	104049
Information Commissioner – Data Protection Registration	35.00	104045
Viking – stationery	89.90	104050
Direct Debits:		
SWALEC – Public Toilets electricity	53.93	

245.12/13. TOWN HALL RENOVATION PROJECT
Councillor Bavastock proposed the approval of the relocation of the Town Council office on condition the office meets the needs of the town council. The clerk confirmed it did meet the needs of the Town Council. Councillor Wright asked if the evening meeting room needs to be confirmed at this time also, the clerk advised it not need to be confirmed at the present time.
Councillor Wright seconded the proposition and it was resolved.

246.12/13 FIRE ALARM
This item was deferred to a future agenda.

247.12/13 QUEEN'S DIAMOND JUBILEE OAK TREE
Councillor Dr Penney proposed the clerk be authorised to purchase an Oak Tree up to the value of £25 delivered as per the previous agreement to plant an Oak Tree to commemorate the Queen's Diamond Jubilee. Seconded by Councillor Holton and resolved.

248.12/13 BISHOP'S CASTLE PATIENTS GROUP
There was some discussion about what the Patient's Group is, how it is constituted and the openness of membership. It was noted that the provision of a notice board would help with the transparency of the group. It was reported the group had considered a notice board in the surgery however felt that wouldn't achieve what they wanted as only patients visiting the surgery would have the opportunity to see the board.
Councillor Bavastock proposed permission is given to use the Town Council notice board. Councillor Wright reported he could not support this proposition as the Town Council had repeatedly resolved in the past that the Town Council notice boards should only be used for council business.
Councillor Bavastock proposed a representative of the Patient's Group be invited to a future Town Council meeting to give more information about the group. Seconded by councillor Wright and resolved.

249.12/13 HIGHWAY SAFETY
A draft response to Shropshire Council's Speed Management Policy had been circulated.
Councillor Carroll pointed out the report misses out actions already agreed which makes it sounds that little has already been done, e.g. the 20 mph speed limit in the town centre has already been requested, as has action regarding the speed of vehicles travelling into town via Montgomery Road.
There was discussion regarding the reference to the junctions with Woodbatch Road onto Kerry Green was affected by Drews Meadow or if this should read Grange Road and Kerry Green.
Councillor Wright suggested the addition of ensuring the grit bins are kept full.
Unitary Councillor Barnes said she'd received reports that the junction of Woodbatch Road with Kerry Green is a dangerous junction, vehicles do speed along this stretch of road; vehicles parked near to the junction restrict the view of drivers leaving Woodbatch Road; the road is prone to be icy; and because of the number of children living at Drews Leasow, there are more children crossing the road at this point. Highways are looking to carry out safety improvements at this junction.

Councillor Bavastock said she would like to see included the junction of the Boars Head, Castle Green junction access to The Wintles, parking at the top of Station Street, gritting to care homes including Stone House and gritting in Corporation Street as this is used for access to the primary school.
Councillor Bowles reported she had put the report together and that everything included within it had been raised by residents with the exception of references to climate change.

Councillor Carroll proposed the response be amended and submitted, seconded by Councillor Bavastock and resolved.

250.12/13 CHRISTMAS LIGHTS STORAGE
Councillor Furber left the room.
Councillor Carroll proposed the lights be stored at Councillor Furber's unit for £120 for 1 year, seconded by Councillor Dr Penney and resolved. Councillor Furber returned to the room.
251.12/13 OFFICE TELEPHONE
Councillor Bavastock proposed the clerk be authorised to purchase a new office telephone of up to a maximum of £50, seconded by Councillor Wright and resolved.

252.12/13 REPORTS FROM MEETINGS ATTENDED
All reports have previously been received.

253.12/13 TOWN COUNCIL BLOG
Relocation of the Town Council Office
Facebook
PNL street lighting scheme only will be reviewed following accidents or significant increase in crime.

254.12/13 CORRESPONDENCE
The circulated items of correspondence were noted.

255.12/13 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS
It was proposed by Councillor Bavastock to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Wright and resolved.

256.12/13 TOWN HALL RENOVATION PROJECT
A report had been circulated with the procedure of shortlisting and interviewing contractors in order to draw up a shortlist of suitably qualified contractors. The tender documents will only be sent to these contractors. Councillor Bavastock asked if local contractors can be supported in this process. It was proposed by Councillor Carroll to approve this method of procurement, seconded by Councillor Wright and resolved.

257.12/13 INTERNAL AUDIT
Councillor Dr Penney proposed Mrs Hackett be appointed as internal auditor, seconded by Councillor Bavastock and resolved.

With no other items of business the meeting closed at 9.00 pm

Signed Date

Bishop's Castle Town Council Meeting
29th January 2013

MINUTES OF THE MEETING OF BISHOP’S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY
29TH JANUARY 2013 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: K.E Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, J. Magill, W.J. Morris, Dr St J Penney and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

258.12/13 APOLOGIES FOR ABSENCE
No apologies were received

259.12/13.DECLARATION OF INTEREST
a) Disclosable Pecuniary Interest
Councillors Bavastock, Bowles and Farr declared disclosable pecuniary interests in items 18 and 19a) because they are Trustees to Bishop’s Castle Town Hall Trust.
Councillor Carroll declared a Disclosable Pecuniary interest in item 8 accounts as she has an expense claim.
Councillor Magill declared an interest to which she may be perceived to have a bias in item 20 as one of the contractors is a relation.
Councillor Pinches declared an interest to which he may be perceived to have a bias in item 7)a)i) as the applicant is a relation.
Councillor Wright declared an interest to which he may be perceived to have a bias in item 7)a)ii) as his premises is next to the application site.
b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 9a)-f) and 9 b)-d) as they are Trustees of Bishop’s Castle Town Hall Trust.

260.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 8th JANUARY 2013
Councillor Wright asked for an addition to minute 245.12/13 to include the relocation of the Town Council office will be to Enterprise House.
With this amendment it was proposed by Councillor Bavastock, seconded by Councillor Wright and resolved to approve the minutes of the Town Council meeting held on the 8th January 2013.

261.12/12 MATTERS ARISING
a) i) Civic Society Meeting – Meeting has now taken place. Philip has been tasked to find out the difference in heating costs with insulating plaster and with existing plaster
ii) Service for fire alarm system - quotation has not yet been given, the clerk will chase up.
iii) Patients Group – held a meeting on 23/1/13 where our request for attendance at a meeting was put to them, it is hoped a representative will be able to attend the meeting on 26th February 2013.
iv) A new office telephone has been purchased and installed
b) From previous meetings.
i) Speed signage at Kennels Bank - Councillor Barnes will include in her report.

262.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK
There were no members of the public wishing to speak

263.12/13 REPORT FROM THE UNITARY COUNCILLOR
There has been some difficulty in finishing installing the speed signs at Kennels Bank junction with the A488 due to a dispute over land ownership. It is hoped the matter will be resolved shortly.
There have been reports of problems with the Orange telephone network reception. Councillor Bowles is collating telephone numbers and recording problems of anybody who is experiencing any difficulties.
Gritting – A grit bin has been requested for Oak Meadow. Another grit bin has been requested for Brick Meadow but there is not currently agreement on where it should be sited. There is sometimes difficulty in gritting Market Street and Welsh Street as the larger gritting wagon often can’t get through. It was asked if it is possible to use the smaller quad vehicle that grits the pavements. Requests were made to grit Corporation Street as this is used as a school route and to ensure Station Street is gritted as this is a bus route.
The LJC meeting on 14th February will include a focus on the new benefits and housing reforms. There will be officers from the Housing Association and Shropshire Council there to answer questions. Members of the public are invited to attend to find out how this will affect them. Anybody requiring transport should contact Councillor Barnes.
It is likely that the planning application for the erection of houses at Kerry Green will go to the next planning committee meeting. The committee likes it when members of Town and Parish Councils attend the meeting to speak about any objections/support. Councillor Barnes will inform the Town Council when a fixed date has been set.
HSBC has officially stated it will not shut Bishop’s Castle Branch during 2013.
There is now a graduate in post at Shropshire Council who has taken on the marketing of the Business Park.

264.12/13 TOWN AND COUNTRY PLANNING ACT
Councillor Pinches left the room, Councillor Bavastock took the chair.
a)i) 12/05180/FUL 9-10 Colebatch. Erection of 2 dwellings semi detached cottage style following demolition of existing. It was proposed by Councillor Carroll to support the application as it is an improvement on the existing dwellings. Seconded by Councillor Dr Penney and resolved.
Councillor Pinches returned to the room.
Councillor Wright left the room
ii) 13/00215/VAR The Three Tuns Inn, removal of condition 2 attached to planning consent 1/7223 to allow ancillary accommodation to be severed from the existing public house. It was proposed by Councillor Bavastock to object to this planning application as it has not been demonstrated the noise issues have been sufficiently addressed. Seconded by Councillor Carroll and resolved.
Councillor Wright returned to the room.
iii) 13/00286/TCA – Concept House, Castle Green. To pollard 6 Ash Trees to a height of 3 metres. Councillor Wright proposed the application be delegated to the Town Clerk and Tree Wardens to make comment, seconded by Councillor Carroll and resolved.

b) i) 12/04500/FUL – Boys school, Station Street. Permission Granted.

c) Enforcements
None

265.12/13 ACCOUNTS		
Councillor Bavastock proposed that with the addition of the SLCC training course for £15, the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Wright and resolved.		
	£	Cheque No.
Salaries-	95.24	104067/068
Andrew Wallace	24.24	104059
Diane Malley Expenses – Light Bulbs	58.88	104060
Nikki Rodick Expenses - Farmers Market, New Phone & Cleaning products	58.94	104061/069
Monument Landscaping – Grounds Maintenance	85.00	104062
Fastrack Maintenance	160.02	104063
BCHRC – Storage for 8 shelves @£20 Jan-Dec 2013	160.00	104064
COS – Photocopying	190.07	104065
Interpublic – Toilet Supplies	169.32	104066
FP Teleset – franking machine top up	100.00	104070
Communities Can	2,500.00	104071
SLCC trsining	15.00	104072
Direct Debits:		
BT	173.71	
Councillor Carroll left the room		
Councillor’s Expenses		
Councillor Wright proposed that Councillor’s expenses be approved and signatories authorised to sign the cheques. Seconded by Councillor Dr Penney and resolved.		
Councillor Carroll	60.33	104073
Councillor Carroll returned to the room		

266.12/13. TOWN HALL RENOVATION PROJECT
a) Councillor Carroll proposed the Town Council accept the deed of Variation, seconded by Councillor Magill and resolved.
b) It was noted that the tender specification would be issued to 6 contractors
c) Shropshire Council has declined to assist the Town Council with a bank rolling facility. This was discussed at the Riba stage G meeting with Michael Diamond who has suggested a number of ways HLF will assist with the cash flow such as claiming some months in advance and splitting the grant into capital and activity sections.
Councillor Carroll stated it is disgraceful of Shropshire Council to not assist the Town Council, commenting she had thought Shropshire Council is supposed to helping the community.
d) – f) Councillor Carroll proposed items d) – f) be noted, seconded by Councillor Magill and resolved.

267.12/13 MONITORING REPORT
Councillor Bavastock proposed the monitoring report be accepted, seconded by Councillor Farr and resolved.

268.12/13 HMRC DIRECT DEBIT
Councillor Bavastock proposed the clerk be authorised to set up a Direct Debit for HMRC VAT purposes. Seconded by Councillor Carroll and resolved.

269.12/13 HEATING AT AUCTION YARD TOILETS
Councillor Bavastock proposed the Town Council are not in a position to repair the under floor heating at the Auction Yard at the moment but to review the matter in the Autumn. It was suggested that the cleaner should use a dry mop or a squeegee to dry the floor. Councillor Bowles suggested an investigation is made into another form of heating as an alternative. It was agreed to leave the item on the table for a future agenda.

270.12/13 GRITTING
This item was dealt with under Unitary Councillor’s report.

271.12/13 REPORTS FROM MEETINGS ATTENDED
Councillor Bavastock reported she had attended the LJC pre meeting. The actual LJC meeting will be held on 14th February in Lydham. The meeting will focus on social housing and the financial impact of people under the age of 65 who have too many bedrooms.
Councillor Carroll reported attended a ESWS meeting. ESWS has been working with Sam Hine to improve income streams. The units are now 70% full. It is hoped to obtain grant money to build a new office above the boiler room.

272.12/13 TOWN COUNCIL BLOG
An appeal for volunteers to service hearing aids
To invite comments regarding the speed signage.

273.12/13 CORRESPONDENCE
a) Road closure applications for Mid Summer rejoicing and Psalm Sunday.
b) The circulated items of correspondence were noted.

274.12/13 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS
It was proposed by Councillor Carroll to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Magill and resolved.

Councillors Bavastock, Bowles and Farr left the room
Councillor Wright questioned why the Special Motion had been placed under confidential items. The clerk advised because the subject was relating to counter negotiations for contracts. There was a discussion that a special motion should only be brought if there was fresh information that had not been previously considered. This would need to be amended in standing orders.
Councillor Wright asked that a review of Standing Orders be placed on the next agenda, seconded by Councillor Carroll and resolved.

275.12/13 SPECIAL MOTION
Upon a vote on the special motion 2 were in favour, 5 were against and 2 abstained. The motion was not carried.

276.12/13 TOWN HALL RENOVATION PROJECT
a) The Draft Management Agreement Licence had previously been circulated, the comments from the working party and responses from the solicitor were discussed in detail.
Councillor Wright proposed the Management Licence be approved and any minor amendments be delegated to the working party and clerk to approve. Seconded by Councillor Carroll and resolved.
Councillors Bavastock, Bowles and Farr returned to the room

b) Councillor Wright proposed the recommendation from the Working Party be accepted and Appletree Consultants be appointed to deliver the drama activity, seconded by Councillor Bowles and resolved.

c) Councillor Bavastock proposed the recommendation from the Working Party be accepted and Appletree Consultants be appointed to deliver the film activity, seconded by Councillor Magill and resolved.

d) Councillor Carroll proposed the recommendation from the Working Party be accepted and Richard Morriss be appointed to as Conservation Archeologist, seconded by Councillor Magill and resolved.

277.12/13 WOODWORM
Councillor Bavastock proposed Pestforce should be appointed; the clerk was asked to double check with the architect regarding the timing of the treatment whether it needs to be carried out before the renovation works or during. Seconded by Councillor Carroll and resolved.

278.12/13 REPAIRS/GROUNDWORKS AT PLAYING FIELDS
Councillor Magill left the room.
Councillor Carroll proposed R Jones be appointed to carry out the repairs/groundworks in the playing fields on condition the details of the specification are confirmed to be as per the invitation to quote letter. Seconded by Councillor Bavastock and resolved.

With no other items of business the meeting closed at 9.40 pm

Signed Date

Bishop's Castle Town Council Meeting

31st January 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 31st JANUARY 2012 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, J. M. Carroll, S. Farr, N. Hird, M.E. Holton, J Magill, P.S. Middleton, Dr St J Penney and R.D. Wright

In attendance: Mrs D Malley (Town Clerk)

257.11/12 APOLOGIES FOR ABSENCE.

Councillor M. Furber gave apologies because he was working and Councillor J.W. Morris gave apologies because he is ill. Councillor Holton proposed the apologies be accepted, seconded by Councillor Bavastock and resolved.

258.11/12.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Carroll declared a personal interest in item 5, SpArC, because she is a member of the SpArC advisory Committee.

b) Declarations of Prejudicial Interest.

Councillors Magill declared a prejudicial interest in item 11 accounts for payment because there is a payment to her brother-in-law.

259.11/12 APPROVAL OF MINUTES OF THE MEETING HELD ON 10th JANUARY 2012

It was proposed by Councillor Bavastock, seconded by Councillor Carroll and duly resolved that the minutes of the Town Council meeting held on 10th January 2012 be approved and signed by the Mayor as a true record.

260.11/12 BISHOP'S CASTLE BUSINESS PARK

It was proposed by Councillor Bavastock, seconded by Councillor Wright and duly resolved to close the Town Council meeting to allow members of the public to speak

The Mayor welcomed Councillor Keith Barrow to the meeting.

Councillor Barrow confirmed that Shropshire Council's negotiations with Bishop's Castle Biomass had stopped and gave a firm commitment that the Town Council, Shropshire Council and the community could all work together to do something fantastic at the business park. A time limit of three months was agreed with an allowance of two weeks prior to this to sort out technical issues such as the confirming the position of drainage pipes on site.

Councillor Barrow confirmed there is no intention to look for an alternative company to build a biomass plant on the site and stated nothing will be enforced on the town.

Councillor Bavastock handed a report to Councillor Barrow which had been compiled by the Bishop's Castle group. Councillor Bavastock welcomed talks with Shropshire Council but acknowledged there is some skepticism within the town due to the way residents had been treated previously over the matter.

Hugh Band pointed out an apology had never been given by Shropshire Council over what the residents have been put through over the last five years. The Bishop's Castle Group had funded representation for the planning appeal, residents had felt pushed away by Shropshire Council. This view was supported by Councillor Middleton.

Councillor Barrow apologised that had been felt and asked if we can now look forward.

Councillor Barrow agreed the Town Council could agree a format for discussions but asked that Councillor Barnes and Shropshire Council officers be involved. It was suggested that Councillor Barnes lead on the discussions.

Councillor Barnes confirmed she would hold a public surgery to see who would like to be involved in this new beginning.

Councillor Barrow was asked if information can now be released regarding details of Shropshire Council's decision to enter into negotiations with the Biomass Company. Councillor Barrow confirmed this information is commercially confidential and therefore cannot be released.

Michael Dawes said that there had previously been tensions between the Town Council and the planning department due to the way planning reports are worded are weighted towards the developer and often the view of the Town Council appears to be dismissed. Councillor Dr Penney added that a planning officer had told the Town Council that although Parish Councils were being dealt with bottom up, the Market Towns were being dealt with top down. Councillor Barrow assured the meeting all Town and Parish Councils were being dealt with bottom up and gave an example of Much Wenlock's Neighbourhood Plan.

Jonathon Brown from the Community Land Trust confirmed the CLT is still interested in the construction of affordable work and store units for community benefit on the business park.

It was proposed by Councillor Holton to go back into session, seconded by Councillor Dr Penney and resolved.

261.11/12 TO RECEIVE AN UPDATE ON THE FUNDING OF THE SPARC CENTRE

Councillor Carroll had attended a SpArC advisory committee meeting. The contract between Shropshire Council and Teme Leisure has never been agreed, consequently Teme Leisure has been unable to claim business rate relief which has amounted to a significant amount of money. Also maintenance agreements on the buildings have never been resolved. The only user agreements in force are on the swimming pool and squash courts. The new Headteacher, Mr Doust, is happy to release the facilities if the Community college is not in need of them. Negotiations between Shropshire Council and Teme Leisure are ongoing.

262.11/12 TO RECEIVE A REPORT FROM THE UNITARY COUNCILLOR

Councillor Barnes confirmed she would be arranging a surgery to discuss the Business Park.

263.11/12 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Bavastock to receive the notes of the meeting held on 4th January 2012, seconded by Councillor Carroll and resolved.

b) It was proposed by Councillor Bavastock to receive the notes of the meeting held on 11th January 2012, seconded by Councillor Carroll and resolved.

c) It was proposed by Councillor Wright to approve the recommendation of the project team for the future management of the Town Hall to form a Charity and Company Limited by Guarantee in partnership with BTCIC and BCHRC (House on Crutches) with equal representation of 2 members of each organization with the possibility of use of a veto under certain circumstances. Seconded by Councillor Hird and resolved.

d) It was proposed by Councillor Carroll to approve the recommendation of the project team to submit the HLF round 2 bid in June 2012. Seconded by Councillor Wright and resolved.

264.11.12 MATTERS ARISING FROM THE MINUTES

a) i) Speed limit regime on A488. Councillor Carroll proposed to accept the proposed 40/50 mph speed limit scheme to be carried out this financial year and the 30/40 mph scheme to be revisited at a future date. Seconded by Councillor Dr Penney and resolved.

ii) Friday Market. The Friday Market stall holders have now been written to.

iii) Internal Auditor. Sue Hackett has written to confirm the cost of the internal audit will be £150 - £200. Mrs Hackett is a retired ACMA accountant with experience of working in Internal Audit for Shropshire Council and in the private sector. Councillor Dr Penney proposed to accept Mrs Hackett's qualifications and experience as a competent person to complete the Internal Audit for the Council, seconded by Councillor Bavastock and resolved.

iv) Queen's Diamond Jubilee. Councillor Dr Penney proposed planting a tree in the grounds of the primary school and Community College with the permission of the Headteachers to commemorate the Queen's Diamond Jubilee. Seconded by councillor Holton and resolved.

b) Previous meetings – no matters arising.

265.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

266.11/12 TOWN AND COUNTRY PLANNING ACT

a) i) 12/00028/TCA – Grange Court, Kerry Lane. To fell 1 Monkey Puzzle Tree within the conservation area. Councillor Dr Penney proposed support of this application as the Monkey Puzzle Tree is being choked by an Ivy, seconded by Councillor Bavastock and resolved.

ii) 11/05657/FUL – 8 Drews Leasow, installation of 2 dormer windows to rear elevation in association with loft conversion. Councillor Dr Penney proposed no objection, seconded by Councillor Bavastock and resolved.

b) i) 11/05362/FUL – Banks Head, erection of roof over existing cattle yard between existing agricultural buildings. Permission Granted.

267.11/12 ACCOUNTS

Councillor Magill left the room.

Invoices for Gifford (Ramboll) and SMP for the Town Hall Renovation project as agreed in the HLF budget had been received since the agenda was issued. It was proposed by Councillor Carroll to accept the accounts for payment including the two invoices for Gifford (Ramboll) and SMP and authorize signatories to sign the cheques. Seconded by Councillor Dr Penney and resolved.

268.11/12 FINANCIAL MONITORING REPORTS

It was proposed by Councillor Farr to receive the third quarter monitoring report and bank reconciliation statement. Seconded by Councillor Bavastock and resolved.

Councillor Hird wished to note the savings made on transferring the street lighting energy to the Shropshire Council Joint energy scheme is in the regions of £1,200.

269.11/12 OAK MEADOW FOOTPATH

a) A working party consisting of Councillors Pinches, Bavastock, Carroll and Magill met on the footpath leading from Corporation Street and Oak Meadow. A recommendation was made to go out to tender for low level LED footpath lighting, 10 m apart, with the power taken from the street light on the footpath with the possibility of an additional low level light between the street light and the footpath. It was proposed by Councillor Carroll to accept this recommendation, seconded by Councillor Bavastock and resolved.

b) Councillor Pinches reported Robert Marple had agreed to cut back the tree around the street light on the Oak Meadow footpath.

270.11/12 VEHICULAR ACCESS TO THE PLAYING FIELDS

It was reported that the occupant of 6 Kerry Green had erected a log cabin structure in the rear garden adjacent to the playing fields. Gates had been erected onto the playing fields and a van had been accessing the development area through the plying fields. Access to the playing fields was ascertained by lifting the gate to the playing fields off its hinges.

Councillor Dr Penney informed the meeting that historically there was an resolution that any person requesting vehicular access was charged £10 per visit, £5 is for a key to the padlock.

It was noted the Town Council boundary fence has been removed without permission to install the access gates.

It was proposed by Councillor Wright to request the clerk to report the log cabin building which does not have planning permission to Shropshire Council Enforcement, to instruct the grounds maintenance contractor to ensure the gate cannot be taken off its hinges, to put a sign on the gates to the playing fields stating 'no vehicular access', to write and inform the occupant that vehicular access is not permitted and instruct that the boundary fence is to be reinstated.

Seconded by Councillor Bavastock and resolved.

271.11/12 PART NIGHT LIGHTING

Councillor Hird attended a workshop to discuss a part night lighting initiative where a proportion of street lights within the town are switched off between midnight and 5.30 am. There was a successful pilot scheme in Church Stretton. Lights in hot spots such as junctions would remain on. The cost of the equipment required to be installed onto the street lights costs between £11 and £17 plus the cost of installation. The officer from Shropshire Council will advice which lights should be included, how much the initiative will cost and how much energy costs and CO2 emissions could be saved. Consultations would be made with the police and environment agency before a final decision will be made. Councillor Hird proposed an expression of interest is made to the scheme and the officer is instructed to advise on which lights to include, likely costs and savings. Seconded by Councillor Bavastock and resolved.

272.11/12 TRAINING

The clerk was asked to circulate more information about the contents of each course and bring back to a future agenda.

273.11/12 CLUN VALLEY AED SCHEME

It was noted there are already a number of defibrillators in the town at care homes, Stone House and with first responders. The First Responders advise that no further defibrillators are required, they also have additional equipment. There has been confusion in the past between the two schemes and people have given to fund raisers thinking they were giving to the First Responders scheme where in fact they were giving to the AED scheme.

There was discussion revolving around any delay in obtaining the access code to the defibulator equipment, any possible vandalism to the equipment and that CPR can be given without a debiulator. Councillor Carroll apologized to Dr Penney for misunderstanding his statement of needing to telephone Shrewsbury, she had thought he meant you need to speak to an operator to obtain the access code as apposed to an automated code being given.

It was noted that the AED scheme included training volunteers which is a good thing. It was confirmed there is enough funds in the contingency budget heading to cover the £350 contribution required.

It was proposed by Councillor Wright to join the Clun Valley AED scheme, seconded by Councillor Carroll. With 4 votes for and 5 votes against the proposal was lost.

274.11/12 BROADBAND

It was proposed by Councillor Carroll to write a letter of support of the improved Broadband service, seconded by Councillor Bavastock and resolved.

275.11/12 CARERS SUPPORT AND DEVELOPMENT OFFICER

It was proposed by Councillor Wright to invite the Carers Support and Development Officer to speak before the next Town Council meeting. Seconded by Councillor Carroll and resolved.

276.11/12 SEVERN TRENT GRIT CHAMBER AT BRICK MEADOW

The Mayor reported he had attended a site visit at Brick Meadow regarding the relocation of the grit chamber at Brick Meadow. It was proposed by Councillor Pinches to accept the proposal to relocate the grit chamber at Brick Meadow, seconded by Councillor Bavastock and resolved.

277.11/12 TO RECEIVE REPORTS FROM MEETINGS ATTENDED

a) Councillor Bavastock reported attending a positive meeting including Alan Doust to look into Modern Apprentiships.

b) Councillor Bavastock reported it had come to light that a member of the public attending the meeting recently held regarding the Medical Practice had tape recorded the meeting a distributed a transcription to a number of people including the Medical Practice and the PCT. As the meeting had been organized by the Town Council, the recording of the meeting should not be supported and the clerk write to the person who recorded the meeting to request the tape be given to the Town Council and request the transcription is not circulated further.

There was discussion whether this should be permissible as the meeting had been a public meeting and therefore was not subject of usual Town Council legislation. The clerk advised it was her understanding that people present should have been made aware the meeting was being recorded and those taped should have been asked to give their permission. Councillor Bavastock reported her understanding was that it was illegal to make a recording without the knowledge or permission of those present, she as Chairman to the Bishop's Castle Group had obtained legal advice on this subject when wishing to record a meeting with the Biomass Developers. She added that she herself had been recorded at the meeting.

Councillor Carroll seconded the proposal for the clerk to write to the person who taped the meeting. Upon a vote there was 5 votes in favour of the proposal and 5 votes against. The Mayor's casting vote was against the proposal and therefore the proposal was lost. Councillor Bavastock wished it to be recorded that she strongly objected to the decision as it condones something illegal.

278.11/12 EXTEND THE MEETING

It was proposed by Councillor Wright to extend the meeting to 10.03 pm. Seconded by Councillor Bavastock and resolved

279.11/12 TOWN COUNCIL BLOG

Ideas for the blog include:

Update on the Business Park and Councillor Barnes' surgery

280.11/12 CORRESPONDENCE

There was no urgent correspondence, items will be brought to the next meeting.

281.11/12 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

Councillor Dr Penney proposed, seconded by Councillor Wright and resolved that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

282.11/12 STAFFING COMMITTEE MEETING

a) It was proposed by Councillor Carroll to accept the recommendation of the Staffing Committee to appoint Ms Victoria Moore as cleaner to the Town Hall upon satisfactory interview by the clerk and subject to 2 months satisfactory probationary period. Seconded by Councillor Magill and resolved.

b) It was noted the Staffing Committee had approved a new cleaning schedule for the Town Hall

With no other items of business the meeting closed at 10.03 pm

Bishop’s Castle Town Council Meeting

26h February 2013

MINUTES OF THE MEETING OF BISHOP’S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 26TH FEBRUARY 2013 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: K.E Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, N. Hird, M.E. Holton, J. Magill, Dr St J Penney and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

279.12/13 APOLOGIES FOR ABSENCE
Apologies were received from Councillors Furber and Morris who were both working.

280.12/13 DECLARATION OF INTEREST
a) Disclosable Pecuniary Interest
There were no disclosable pecuniary interests
b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 10 as they are Trustees of Bishop’s Castle Town Hall Trust.

281.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 8th JANUARY 2013
Councillor Dr Penney thought that minute 275.12/13 was not adequate as it did not give an explanation of how the decision was reached. Councillor Wright proposed it would be sufficient to repeat the Special Motion within the minutes, seconded by Councillor Carroll and resolved.
Minute 266.12/13c) 2nd paragraph is to be reworded to read “Councillor Carroll thought it disgraceful of Shropshire Council to not assist the Town Council, adding Shropshire Council is supposed to help the community”.
With this amendment it was proposed by Councillor Bavastock, seconded by Councillor Carroll and resolved to approve the minutes of the Town Council meeting held on the 29th January 2013.

282.12/12 MATTERS ARISING
a) i) The counter invitation to the Town Council to attend Bishop’s Castle Patients Group open meeting was noted.
ii) ii) The Architect has advised not to carry out the woodworm treatment at the moment but requested a copy of the investigation reports.
b) From previous meetings.
i) A formal letter of reply has now been sent to the Civic society following the meeting between the Architect and Project Manager
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283.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK
Richard Wheatley, the Chairman of SpArC advisory committee addressed the Town Council following a Board meeting at Teme Leisure where there was a proposal to not continue funding the Arts Co-ordinator position. Mr Wheatley reported the arts theatre at the SpArC centre is used extensively when compared to similar facilities with comparable populations. It is hoped Teme Leisure could be persuaded to fund the post for at least another year to enable the community opportunity to work out how to keep the position going. This has come about because the arts provision is not mandatory for Shropshire Council and therefore they have cut the subsidy for the provision. Government policy is to ask principle authorities to commit to spend less and local councils are being asked to support local provision.

It was reported the functions of the advisory committee is to have representation into the Social Enterprise Company because in effect Teme Leisure are an undemocratic organisation.

It was agreed that the notes of the forthcoming advisory committee meeting will be circulated to members of the Town Council.

It was agreed it would be helpful to know what the running costs of the Theatre are compared to the income generated. It was reported the cost of the administration of the facility is covered by the income generated by the Theatre however the paid staff had been funded by big lottery, this had now been handed over to Teme Leisure to fund.

Councillor Carroll proposed the Town Council write to Teme Leisure to support of continuing the post. Councillor Bowles asked for an amendment to include that of community support for the continuation of the post. Seconded by Councillor Dr Penney and resolved.

284.12/13 REPORT FROM THE UNITARY COUNCILLOR
SpArC: Councillor Barnes confirmed she is not usually invited to attend the SpArC advisory committee meetings but would be happy to attend.

Horsemeat: To date there has been no horsemeat found in any food supplied to schools in Shropshire. Much of the food is sourced locally, all the food is being regularly checked. Councillor Hird asked how much food is sourced locally and Councillor Barnes said she would find out.

Business Park: There is to be wide media coverage of the re-launch of the Business park. There is a new marketing pack, there will be new signage and a change of use to allow more business.

Police Station: There has been no decision to close the police station in Bishop’s Castle at the moment however the Crime and Police Commissioner is looking for ways to keep more police officers on the streets. There may be a possibility that a police office could operate from within Enterprise House and this will be discussed further during April. If the police station does close then this will not effect police cover at all. Councillor Bavastock commented that having the police station acted as a deterrent.

Planning application for Kerry Green: The planning application for Kerry Green has been withdrawn from the planning committee meeting following an objection from Natural England. This may go back onto a future committee meeting if Natural England withdraw their objection. Councillor Bavastock expressed her disappointment the application was withdrawn following an objection from Natural England and not following the objection from the Town Council.

Flooding: There is a problem in the county with water coming into properties by either flooding or other means. There will be a meeting for affected people.

The residents at Drews Leasowe have been asking for an update regarding the play equipment.

285.12/13 TOWN AND COUNTRY PLANNING ACT
a)i) 13/00436/TCA High Trees Residential Home, removal of dead wood from 1 Beech and 1 Oak – application withdrawn
ii) 13/00415/FUL – 17 Corricks Rise, Installation of external wall insulation system with a rendered finish. Councillor Wright proposed no objection, seconded by Councillor Bowles and resolved.
iii) 13/00457/FUL -13 High Street, erection of single storey side extension, 2 bonnet dormers and roof lights. Councillor Carroll proposed no objection seconded by Councillor Dr Penney and resolved.

b) i) None
c) none

286.12/13 ACCOUNTS

Councillor Wright proposed the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Bavastock and resolved.

	£	Cheque No.
Salaries	2,319.31	SO&090-093
Andrew Wallace	24.24	104075
Diane Malley Expenses – Mileage and purchase of bin bags/milk	22.98	104076
Fastrack Maintenance	160.02	104077
Severn Trent – TH Water	220.91	104078
Shropshire Council – Joint Energy Contract	489.31	104079
Severn Trent – Auction Yard Toilet Water	93.14	104080
Chris Robinsons – Clock Oil	8.82	104081
BCBS – Wood preservative, brushes, oil	25.54	104082
V&W electrics – street light maintenance	206.86	104083
Access & Habitat Management – interim payment for hedging at allotment site	768.00	104088

Town Hall Renovation Project Expenditure		
Communities Can – February Invoice	2,500	104084
Acanthus Café – Catering for Town Hall Project Launch	245.00	104074
Martin Thomas Associates – M&E Consultants	2880.00	104085
Enterprise House – Printing for Launch Posters	30.00	104086
EPS – Banner stand and graphic panel	72.00	104087
Mike Shanahan - mileage expenses for Town Crier at launch	50.00	104094

Direct Debits:

Npower – Playing field electricity	195.69
British Gas – Auction Yard Electricity	143.60

Councillor’s Interests

Mrs Furber – storage of Christmas lights	£120	104089
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b) Market Town Revitalisation Grant
Councillor Carroll proposed to authorise the payment of the Project Architect, Quantity Surveyor and Structural Engineer for work carried out in issuing the tender specification be delegated to the Mayor, Deputy Mayor and Town Clerk, seconded by Councillor Holton and resolved

287.12/13. TOWN HALL RENOVATION PROJECT
a) Councillor Wright proposed notes of the working party meeting held on 19th February 2013 be received, seconded by Councillor Bavastock and resolved.
b) It was noted that some of the current Friday Market traders were relocating to Lydham village hall without the authorisation of the Town Council and although Town Council approval is not required, the impression given is that the move is with Town Council support.
Councillor Bavastock proposed the Town Council should firmly commit to retain a Friday market within Bishop’s Castle, she stated it is regretful that some of the Friday market traders have made the decision to move to Lydham and they had chosen not to accept the 7 options of alternative locations offered to them. The markets are key to the future of the Town Hall and every effort should be made to retaining a market within the town. Councillor Dr Penney added the return of the traders from Lydham could not be guaranteed. Seconded by Councillor Carroll and resolved.
c) Councillor Bavastock proposed the inventory and temporary storage locations of furniture be approved, seconded by Councillor Magill and resolved.
d) It was thought the tops could be removed from the large tables in the Council Chamber and Mayor’s Parlour. Councillor Morris had volunteered to store the two medium sized pews. The clerk was asked to investigate the cost of storage units and Councillor Magill will enquire if items can be stored at the back of the church. The Mayor is to make enquiries at Ransfords Saw Mill.
e) It was proposed by Councillor Carroll that items for disposal should be sold at a public auction held on Saturday 23rd March with the proceeds going to the target 250 fund. Seconded by Councillor Bowles and resolved. It was noted that the Architect is drawing up a layout of the former Magistrates court and there will be an artist’s drawing of the court room made.
f) Councillor Carroll proposed a sub working group be formed to consider the future management of the display of the Town Council’s paintings and pictures, seconded by Councillor Magill and resolved.
g) Councillor Carroll proposed the temporary relocation of the Flea and Farmers’ Markets to the Methodist Hall be noted, seconded by Councillor Bavastock and resolved.

288.12/13 NEW LEGISLATION AFFECTING FEED IN TARIFFS
Councillor Hird reported there had been a change in legislation regarding Feed in Tariffs for installations that were grant aided and installed after 1st July 2011. This could affect the ability to claim the feed in tariff for the Auction Yard toilets. A letter had been sent the Philip Dunne MP who has replied to confirm he will take the matter up with the Leydham minister.

289.12/13 WIND TURBINE UPDATE
Councillor Bavastock proposed the update be noted with interest. Councillor Hird added the wind turbine could generate 20% of the power required and will be community funded, it will be managed by a Co-operative. Councillor Bowles seconded the proposition and it was resolved.

290.12/13 CHRISTMAS LIGHTS
It was agreed to write to thank Stuart at the Boars Head for organising the Christmas lights this year. Councillor Carroll reported there had been a meeting of the licensees in the town who will run the Christmas lights festival 2013.

291.12/13 SHROPSHIRE SCHOOL DINNERS

This item was dealt with under Unitary Councillor’s report.

292.12/13 CONFIRMATION OF LOCAL CONNECTION
Councillor Dr Penney proposed the local connection of Mr Sanford Hankin be confirmed, seconded by Councillor Hird and resolved.

293.12/13 REPORTS FROM MEETINGS ATTENDED
The Mayor reported attending a LJC meeting where the recommendation for a grant made at a pre-meeting was changed. The question was raised of what point is a pre-meeting if the recommendations are ignored and the matter discussed further. Councillor Barnes confirmed she had to leave the room when the grant in question was discussed but accepted the point made. Councillor Dr Penney proposed a complaint be made about the system. Councillor Carroll proposed the LJC meets more often in public to reduce the amount of items on the agenda and therefore allowing the grant applications to be discussed in detail but once only. Councillor Bavastock seconded the proposal that the LJC meets more frequently and it was resolved.

294.12/13 TOWN COUNCIL BLOG
Items for the blog include:
Request for new stall holder,; the temporary relocation of the Town Clerk’s office; the auction on 23rd March; the change in household recycling centre in Craven Arms being 9 – 5; Lightfoot energy efficiency service.
It was noted the Town Council Facebook page has been set up but the clerk/assistant clerk are struggling to find the time to keep it updated. It was agreed that Councillor Bavastock can administer the Facebook temporarily until Easter.

295.12/13 CORRESPONDENCE
The circulated items of correspondence were noted.

296.12/13 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

It was proposed by Councillor Wright to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Magill and resolved.

297.12/13 SERVICING THE FIRE ALARM AND EMERGENCY LIGHTS

Councillor Carroll proposed that Mark One be instructed to carry out six monthly servicing of the fire alarm and emergency lights, the first service will take place after the Town Hall has reopened. Seconded by Councillor Bavastock and resolved.

298.12/13 STAFFING COMMITTEE MEETING

a) Councillor Bavastock proposed the recommendation of the Staffing Committee be accepted and the Town Hall cleaners shall be offered hours cleaning after the Saturday Markets and other work be found to fill their hours. Seconded by Councillor Magill and resolved.

b) Councillor Wright proposed the the recommendations of the Staffing Committee be accepted in that the position for cleaning the Town Hall Public toilets be made redundant and that the necessary redundancy procedure be implemented, seconded by Councillor Farr and resolved.

299.12/13 PLAY EQUIPMENT QUOTATIONS
Councillor Farr proposed :
Freestyle be instructed to supply and install the skate ramp
Safe and sound be instructed to supply and install the web net and the junior swings
Playdale be instructed to replace the witches hat and chains
Seconded by Councillor Magill with a vote of 8 in favour and 3 against it was resolved.
Councillor Hird raised the question of sourcing the play equipment from local tradesmen, however it was noted the appropriate accreditations should be sought due to Health and Safety of the usage of the equipment.

300.12/13 GRASS CUTTING, GROUNDS MAINTENANCE AND GARDENING CONTRACTS

The Town Clerk left the room, Councillor Bavastock recorded the notes

1. Councillor Bavastock proposed Fastrack be awarded the grass cutting contract; they are the current holders and the Town Council is happy with the standard of service, seconded by Councillor Magill and resolved
2. Councillor Carroll proposed Monument Landscape Services be appointed to the Gardening Contract, they are the current contract holder. Seconded by councillor Hird and resolved
3. Councillor Carroll proposed Monument Landscape Services be appointed to the Grounds Maintenance Contract. Mr A Evans quotation was discussed but considered it did not make sense and was not well put together. Councillor Magill seconded the proposition to appoint Monument Landscape Services and it was resolved.

With no other items of business the meeting closed at 9.55 pm. It was noted this is the last meeting to be held in the Council Chamber until after the completion of the Town Hall renovation. The next meeting will be held in the Board Room at Enterprise House

Signed Date

**Bishop's Castle Town Council Meeting
28th February 2012**

MINUTES OF THE MEETING OF BISHOP’S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 28TH FEBRUARY 2012 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: K.E. Bavastock, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, J Magill, Dr St J Penney and R.D. Wright
In attendance: Mrs N Rodick (Assistant Clerk)

288.11/12 APOLOGIES FOR ABSENCE.
Councillor Middleton had given notice of her resignation prior to the meeting.
Councillor Bavastock gave the apologies of Councillor Morris who had work commitments.

289.11/12.DECLARATION OF INTEREST
a) Declarations of Personal Interest.
Councillor Pinches declared a personal interest in item 13 as he is the Town Council Representative for Enterprise South West Shropshire.

b) Declarations of Prejudicial Interest.
Councillor Pinches declared a prejudicial interest in item 8 (iii) as he is related to the applicant.
Councillor Carroll declared a prejudicial interest in item 13a as she is the director of Enterprise South West Shropshire.

290.11/12 APPROVAL OF MINUTES
a) It was proposed by Councillor Carroll, seconded by Councillor Wright and duly resolved that the minutes of the Town Council meeting held on 31st January 2012 be approved and signed by the Mayor as a true record.

b) With the following amendments:
To correct the Councillors in attendance to: Councillor Pinches, Councillor Carroll, Councillor Hird, Councillor Furber, Councillor Holton, Councillor Dr Penney, Councillor Bavastock, Councillor Middleton.
Minute 208/11/12 insert information that the cost of the panels are £9990.75 and size of 2.88KWP. With these amendments it was proposed by Councillor Carroll, seconded by Councillor Hird and duly resolved that the minutes of the Town Council special meeting held on 8th February 2012 be approved and signed by the Mayor as a true record.

c) It was proposed by Councillor Carroll, seconded by Councillor Wright and duly resolved that the minutes of the Staffing Committee meeting held 31st January 2012 be approved and signed by the Mayor as a true record.

291.11.12 MATTERS ARISING FROM THE MINUTES
a) i) Footpath Lighting - invitations to submit tenders have been sent out, the item will be brought back to the March meeting.
ii) Part night lighting initiative – Shropshire Council officers will come back to us over the next week or so with figures showing how many lights to include in the initiative , the likely cost and the likely saving. The item will be brought back to a future meeting. Councillor Hird reported that 5 English counties have already adopted this scheme.
iii) Shropshire Highways is now conducting a formal consultation regarding the proposed 40/50 mph scheme for A488.
iv) Councillor Wright requested an update on the access for private vehicles on to the playing fields.
v)Councillor Bavastock requested an update on the drainage to the business park.

b) The transfer of the public toilets has now been completed.

291.11/12 REPORT FROM UNITARY COUNCILLOR

Councillor Barnes reported that:

- The surgery regarding the future of the business park will be held on the 21st March 2012 5.30pm to 7.30pm at the Church Barn. The surgery will provide information on the land available and possible usage. It will provide an informal session for ideas to be put forward.
- There will be a meeting regarding the lack of childcare in the town especially for the under 2s. A date will be given when known.
- There is a youth provisions group to encourage young people to develop their own businesses and an event at the SpArC regarding apprenticeships.
- Councillor Barnes also thanked the Mayor for her invite to the Mayors Ball.

292.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK
David Luckhurst from the Wasteless Society wished to advise the Council of the Societies willingness to support the Care Farm, Solar Panels and Community Compost initiatives with regards to the possible use of land at the business park. He would like the society to be part of the steering group.

293.11/12 TOWN HALL RENOVATION PROJECT
a) It was proposed by Councillor Wright to approve the recommendation to go to RIBA stage E for the Town Hall Renovation project, seconded by Councillor Bavastock and resolved.

b) It was proposed by Councillor Bavastock to approve the revised layout of the Town Hall basement, seconded by Councillor Wright.

c) Councillor Wright proposed to approve the digitizing of the Town Council documents such as the Charters, seconded by Councillor Carroll.

293.11/12 TOWN AND COUNTRY PLANNING ACT
i) 12/00106/TCA- 2 Grange Court, Kerry Lane. Removal of Sycamore tree within the Bishops Castle Conservation area. Councillor Dr Penney suggested that lopping of the Sycamore Tree would suffice. Councillor Carroll proposed that the sycamore tree should be lopped rather than removed. Seconded by Councillor Magill.
ii) 12/00543/TCA – Hollenbough, Church Lane. Removal of one Cherry tree and one Birch tree within Bishop’s Castle Conservation area. Councillor Dr Penney proposed support of this application, seconded by Councillor Bavastock.
Councillor Pinches leaves the room, Councillor Carroll takes the chair,
iii) 12/00683/TCA – Oak Villa, Castle Green. To fell 1 leylandii tree and plant a replacement within Bishop’s Castle Conservation area.Councillor Dr Penney proposed support of this application, seconded by Councillor Bavastock.
Councillor Pinches returns to the room and takes the chair.

Two further applications had been received prior to the meeting.
12/00769/FUL – Greenways, Church Lane, SY9 5AF. Erection of an affordable dwelling. Councillor Magill proposed to allow an extension for this application to be considered at the next Council Meeting, seconded by Councillor Bavastock.

12/00716/TCA- 5 Bells Court, SY9 5BJ. To fell a semi mature beech tree within the conservation area. Councillor Bavastock proposed that this application be delegated to the Clerk and Tree Wardens, seconded by Councillor Carroll.
b) Reports of Planning Applications
11/05657/FUL 8 Drews Leasow. Installation of 2 dormer windows to rear elevation in association with loft conversion. Permission granted
c) Enforcement Reports
i) 12/02847/ENF – 6 Kerry Lane, possible unauthorised outbuilding/log cabin
ii) 12/02844/ENF – New House, Lydham, possible unauthorised extension to dwelling.

294.11/12 ACCOUNTS
Councillor Bavastock requested an explanation for the payment to Steve Austin. The assistant clerk advised it was the charge for the planters. It was proposed by Councillor Carroll to accept the accounts for payment and authorize signatories to sign the cheques. Seconded by Councillor Magill and resolved

	£
Salaries	2,515.98
Andrew Wallace	24.24
Diane Malley – tables for new market hall layout	154.80
Fastrack Maintenance - Grass Cutting	153.98
Communities Can – March 2012 (including printing, room hire & purchase of domain name)	2,789.73
Simon Morray – Towing of trailer for March Farmers Market	30.00
Paul Lucas – Farmers Market November – March	50.00
City Environmental Services – asbestos survey for public toilets	144.00
Viking – ice melt for auction yard public toilets & stationery	109.29
Arrow – stock of mop heads	60.48
Shropshire Council – street lighting energy	288.10
Fpmailing – restock franking machine	100.00
Tower Mint – Diamond Jubilee coins	342.72
Severn Trent	80.33
Aldermore – V&W Electrics	29.06
Steve Austin - Planters	120.00
Elcock & Wood – complete lightenin conductor work	480.00
BCBS – cable ties for Farmers Market notices	5.94
Shropshire Council – planning application for the Town Hall	85.00
NALC – reaccreditation to Quality Status	240.00
SLCC – Cilca Management	150.00
Nikki Rodick – Farmer's market mileage	10.82
Rambolds – M&E	1170.00
Direct Debits	
Npower – Town Hall electricity	149.78
Npower – Playing Fields	467.39

295.11/12 BISHOPS CASTLE BUSINESS PARK
Councillor Bavastock wanted clarification as to what is required from the Council on this matter as she is mindful of the timescale to make a decision however doesn’t want to rush a decision. Councillor Dr Penney stated that suggestions such as relocating the Auction Yard are not viable options as there is no funding available to relocate. Councillor Carroll advised that this is an opportunity to discuss the feelings of the Councillors as to what the land should be used. She believes that it must be remembered that it is a business park and with that in mind there is a high priority to provide jobs. Councillor Hird suggested leasing the land to be used for sports facilities.
Councillor Barnes informed the Council that the surgery on the 21st March will provide information on what land is available and what it is suitable for, until then a decision cannot be made. Councillor Carroll proposed that due to the lack of information on the land available and its suitability a decision cannot be made until after the surgery, seconded by Councillor Wright.

b) Councillor Carroll proposed that the Town Council representatives on the steering group remain as discussed in the meeting on the 8th February. Councillor Barnes suggested 4 or 5 Council representatives would be ideal. Seconded by Councillor Dr Penney.

296.11/12 ACCESS TO PLAYING FIELD FROM CLIVE HOUSE
With knowledge that this is not the only private access to the playing fields, Councillor Wright suggested carrying out a proper survey of the playing field boundaries to identify all private access and the nature of all boundaries thus making the discussion of the matter more productive at the next meeting. Councillor Dr Penney stated that the Playing Field Committee should undertake the survey. Councillor Wright amended his proposition to state that the Playing Field Committee should undertake the survey. Seconded by Councillor Bavastock. The assistant clerk was to go and ascertain who owns all boundaries surrounding the playing fields. To be brought back for the next meeting.

297.11/12 TOURISM WEBSITE
It was proposed by Councillor Carroll not to purchase entries on the Shropshire Tourism website, seconded by Councillor Bavastock.

298.11/12 REQUEST FOR DONATIONS
Councillor Carroll leaves the room.
a) Councillor Bavastock proposed that without a budget for a donation and the lack information to provide a clear outcome a donation cannot be given, seconded by Councillor Hird.
Councillor Carroll returns to the room.

b) Councillor Wright proposed the Council write to the Crucial Crew to advise them of our grants requests in November and that donation cannot be given this year, seconded by Councillor Bavastock. Councillor Magill commented that the Council normally support the cause.

299.11/12 TRAINING
a) It was proposed by Councillor Carroll to accept the statement of intent on training, seconded by Councillor Holton. Councillor Farr wished to make it clear that the statement will mean that the Staffing Committee will have a more hands on approach.

b) Councillor Bavastock proposed that Councillors wishing to attend Training Courses must approach the Clerk, seconded by Councillor Farr.

300.11/12 DIVERSION OF FOOTPATH
It was proposed by Councillor Dr Penney to allow a minor diversion to the line of the footpath 27 at Castle Green. Seconded by Councillor Carroll and resolved.

301.11/12 TOWN COUNCIL BLOG
Carers Support Service and drop in.
Councillor Barnes Surgery on 21st March 2012 at Church Barn
Considering a policy on private access/gates to the Playing fields

302.11/12 CORRESPONDENCE
The correspondence was noted

303.11/12 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC
Councillor Bavastock proposed, seconded by Councillor Hird and resolved that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

304.11/12 TO ALTER THE ORDER OF BUSINESS
It was proposed by Councillor Bavastock and seconded by Councillor Carroll and resolved to alter the order of business to take item 21 next as Andy Mortimer has been waiting to speak.

305.11/12 SITE ALLOCATIONS
Andy Mortimer from Shropshire Council addressed the Council to seek their opinion on the possible development of land located near to Oak Meadow (BISH021). With the Councils wishes to allow a ‘small’ amount of development in the town Mr Mortimer outlined the interest Abbeyfield has shown in the area of land (BISH021). The land is close to their existing premises, hospital and medical facilities. There would also be the development of approximately 40 open market dwellings. Access to the land would be made through the existing play area, which will be relocated and improved. Mr Mortimer stipulated that this is only at the consultation period. Councillor Bavastock stated the need for affordable housing and to consider this in their decision, she also commented on the sewage situation in the town being already over subscribed. Mr Mortimer advised that the sewage system could cope it is the logistics of getting the new sewage to the existing system. He stated that the Housing Association is keen to be involved and with careful negotiations more affordable houses could be possible. Allowing affordable houses to be Allowing open market houses to be built will attract infrastructure levy to the area which could contribute to affordable housing.

Councillor Furber queried how much will the infrastructure levy add. Mr Mortimer advised it would be £40 per square metre.

Mr Mortimer advised that an electronic consultation pack will be here Friday 9th March 2012 and the consultation period will begin next week.

306.11/12 GROUND'S MAINTENANCE CONTRACT 2012/13
It was proposed by Councillor Bavastock that Peter Malley be awarded the grounds maintenack contract for 2012/13. He has worked for the Council before and has insurance in place. Seconded by Councillor Carroll.

With no other items of business the meeting closed at 9.45 pm

Signed Date

Bishop's Castle Town Council Meeting

26th March 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 26TH MARCH 2013 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: K.E Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, M. Furber, M.E. Holton, J. Magill, Dr St J Penney and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

300.12/13 **APOLOGIES FOR ABSENCE**
Apologies were received from Councillors Hird who was unwell and Councillor Morris who was working.

301.12/13 **DECLARATION OF INTEREST**
a) Disclosable Pecuniary Interest
There were no disclosable pecuniary interests
b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 24 as they are Trustees of Bishop's Castle Town Hall Trust.
Councillor Carroll and Furber declared a personal interest in item 15 as they own a dog
Councillor Dr Penney declared a personal interest in item 16 as he is on the Twinning Committee.

302.12/13 **APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 26th FEBRUARY 2013**
Councillor Bowles asked for an amendment on minute 289.12/13 to include that in her seconding the proposal to note the Wind Turbine project with interest that she had included to express support for the project.
Councillor Carroll requested the spelling of Richard Whately's name be corrected under minute 282.12/13 and requested an amendment to the last paragraph in this minute to say 'in support of keeping the post'.
With these amendments it was proposed by Councillor Bavastock, seconded by Councillor Carroll and resolved to approve the minutes of the Town Council meeting held on the 26th February 2013.

303.12/13 **MATTERS ARISING**
a) i) The Friday market will be on the Auction Yard car park from 5th April 2013. The Lydham Friday market have been putting comments on Facebook regarding the weather and snow conditions for the outdoor market.
ii) The council chamber table can be stored at St John's church. The clerk is liaising with the Methodist Chapel to see if the remaining furniture can be stored there.

304.12/13 **ALTER THE ORDER OF BUSINESS**
Councillor Carroll proposed item 9 be moved to be dealt with now as Cait Leach was in attendance. Seconded by Councillor Bavastock and resolved.

305.12/13 **FUTURE OF SPARC**
The notes of the Advisory Committee meeting were noted. Councillor Bavastock asked if Cait could provide any further updates following this meeting.
Cait reported there is to be a 3 month transition period where future funding will be sourced. The viability of the theatre is dependent on the type of performances put on and therefore more focus is being placed on the more sustainable performances rather than live performances. Cait added that she is very pleased with the program and that she is looking to further to improve it.

306.12/13 **MEMBERS OF THE PUBLIC WISHING TO SPEAK**
There were no members of the public wishing to speak.

307.12/13 **REPORT FROM THE UNITARY COUNCILLOR**
Snow: The whole of Oak Meadow has now been gritted. For narrower roads residents will have to wait for the quad bike to come out. If there is an emergency that somebody needs to be able to get out then contact Councillor Barnes who will try to assist. Councillor Bavastock reported that the quad bike was compacting snow to the front and not spraying any grit out of the back. Councillor Barnes confirmed that anybody can grit and they are not liable if they do grit and somebody still falls over. There will be a new Salt box delivered to Corporation Street in the new financial year.
Councillor Bowles requested that Snow Wardens be placed onto the next agenda.

Clun catchment area: Planning applications involved septic tanks are being opposed by Natural England at present due to mussels in the river Clun. It was noted that some septic tanks have the contents removed and taken away whilst others are filtered on site. Each application should be considered on its own merit.

Sam Dev: options are currently being investigated. Further work will be undertaken after the elections.

308.12/13 **TOWN AND COUNTRY PLANNING ACT**
a) There were no planning applications

b) i) i) 12/05180/FUL. 9-11 Colebatch, SY9 5JY. Erection of two replacement dwellings, formation of new vehicular access and installation of sewage treatment plant. PERMISSION GRANTED
ii) 13/00415/FUL 17 Corrick's Rise. Installation of external wall insulation with textured render finish. PERMISSION GRANTED

c) none

309.12/13 **ACCOUNTS**
Councillor Bavastock questioned the invoice regarding litter picking as there is evidence of litter not being collected from the playing fields for several months, the clerk was asked to write to Andrew Wallace in relation to this. With that amendment Councillor Bavastock proposed the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Carroll and resolved.

	£	Cheque
Salaries (including HMRC)	3371.73	096,097,098,107
Andrew Wallace	24.24	
Nikki Rodick Expenses – Farmers Market Mileage	10.82	104100
Fastrack Maintenance	160.02	104101
Monument Landscapes	100.00	104102
BT – Internet Services	123.66	104103
GM Cooke – Clock Tower Light, Timer, Fire Alarm Repair	642.00	104104
Bucknell Nurseries – Plants	173.15	104105
Viking – Stationery, Ice Melt and Bubble Wrap	113.88	104106
Royal Mail Redirection of post	195.00	104108

Town Hall Renovation Project Expenditure		
Communities Can – March Invoice	2500.00	Bank transfer
Appletree – Film and Drama Work	3109.00	Bank transfer
Shropshire Council – Up to RIBA Stage G	18000	Bank transfer
Bowen Consultants – Quantity Surveyors	5832.00	Bank transfer
Bob Johnson – Structural Engineering	2328.00	Bank transfer
Medlicott Snows	1456.00	Bank transfer

310.12/13. **PLAQUE FOR THE QUEEN'S DIAMOND JUBILEE TREE**
It was proposed by Councillor Bavastock, seconded by Councillor Dr Penney and resolved for the following wording to be used

This tree was planted on 4th March 2013
to commemorate the
Diamond Jubilee of Queen Elizabeth II
by the Mayor of Bishop's Castle,
and by
pupils of Bishop's Castle Primary School

The wording should also be agreed by the Headteacher of Bishop's Castle Primary School.

311.12/13 **POLICY REVIEW OF TOWN COUNCIL'S PNL SCHEME**
a) Councillor Farr stated he was in favour of the PNL scheme and proposed the scheme is reviewed annually. Councillor Bavastock reported she is continually receiving complaints about the scheme but mainly from lights within the Shropshire Council scheme. Councillor Carroll seconded Councillor Farr's proposal and suggested the review take place in April 2014. Councillor Bowles asked for an amendment that the review take place in December 2013 as the scheme would have run for a full 12 months by then. The amendment was accepted by Councillors Farr and Carroll and it was resolved.
b)The PNL for The Ridge will be reviewed in December 2013. It was noted the installation of light shields on the new street lights in Bull Street have made no difference to the glare.

312.12/13 **BISHOP'S CASTLE BIKE TRACK**
Councillor Farr reported there had been a site meeting at the bike track with members of the Playing Fields working party and Tom Roberts with his father. Tom regularly uses the bike track, he together with a group of friends and their fathers have already cleared the bike track in their own time and at their own expense.

They would like to improve the track by improving drainage, scraping the top surface and reshaping the jumps. To do this they will need to hire a digger and purchase stone for the drainage. They will provide other materials and labour themselves. Tom's father is an authorised user of digger machinery.
It was suggested the Building Supplies be approached to see if they are able to provide either the digger, stone or both either free as a contribution to a community project, or at cost. The most the project will cost is £500. Councillor Carroll proposed support of this cost coming out of the Oak Meadow budget, seconded by Councillor Carroll and resolved.

Councillor Holton added that she was terribly impressed at the work the group had already carried out.

313.12/13 **WORLD INTERNATIONAL TOWN CRIERS' COMPETITION**
The Town Crier has been invited to take part in the World International Town Criers' Competition to be held in Canada. There are only 50 contestants taking part.
Councillor Bowles asked when the competition is being held, she said research had shown Bishop's Castle has direct links with an area near to the American/Canadian border and the Town Crier could be furnished with information to take with him.

Councillor Bavastock was concerned there is no budget available to support the Town Crier attending the competition.
Councillor Magill thought the Town Council should support the Town Crier as he raises the profile of the town and help support tourism. It was noted there is around £50 left in the current budget for donations, this could be put together with £150 taken out of the Town Crier Competition budget.
Councillor Magill proposed £200 in sponsorship is given to the Town Crier to attend the competition, seconded by Councillor Holton and resolved.

314.12/13 **DAMAGE TO WATER TANK ON AUCTION YARD**
Councillor Carroll proposed the person causing the damage to the wall should be pursued, seconded by Councillor Bowles, the clerk was asked to obtain further quotations for the repair. Councillor Bowles asked if it is possible to reinforce the wall to protect it from future damage. E.g. by installing bollards. Councillor Carroll accepted this amendment to her proposal and it was resolved.

315.12/13 **DOG CONTROL ORDERS**
Councillor Carroll proposed supporting the Dog Control Order consultation with the amendment of excluding the main playing fields from the order with the exception of the fenced off play area. Councillor Carroll noted there is a public footpath running through the play area at Oak Meadow, the new legislation will not override the existing footpath. Seconded by Councillor Dr Penney and resolved.

316.12/13 **COMMEMORATIVE BOOKLET FOR ST MARCEL TWINNING 10TH ANNIVERSARY**
This item was left on the table.

317.12/13 **LOCAL POLICING PLANS CONSULTATION**
It was noted the plans for Bishop's Castle are currently unchanged however West Mercia Police still need to make substantial savings.
Councillor Bowles proposed the clerk write to seek reassurances that the current level of service will not be affected in Bishop's Castle, seconded by Councillor Bavastock and resolved.

318.12/13 **CRIME PREVENTION LEAFLET**
The crime prevention leaflet was noted.

319.12/13 **REDIRECTION OF POST**
Councillor Wright proposed an initial redirection of post for 6 months to be topped up by a further 3 if need be. Seconded by Councillor Bavastock and resolved.

320.12/13 **REPORTS FROM MEETING ATTENDED**
Councillor Bowles had attended the open forum of the Patients Group. There is now an open membership, all patients are now members of the group. The group is reviewing their terms of reference, Councillor Bowles concluded that she looks forward to seeing how new officers will be put forward for election.

321.12/13 **TOWN COUNCIL BLOG AND FACEBOOK**
Items for the blog and Facebook include:
Crime prevention equipment
Bike track improvements
World International Town Crier Competition

322.12/13 **CORRESPONDENCE**
The circulated items of correspondence were noted. It was reported that the clerk would draft a response to Paula Middleton's letter for approval by the Mayor and Deputy Mayor.

323.12/13 **EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**
It was proposed by Councillor Carroll to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Bavastock and resolved.

324.12/13 **WINDOW ART**
Tenders have been submitted for an artist to do the artwork for creating frosted window graphics on vinyl. The artwork will be for all ground floor windows. Councillor Dr Penney proposed that Councillor Wright should sit on the interview panel for the artist, seconded by Councillor Carroll and resolved.

With no other items of business the meeting closed at 9.30 pm.

Signed Date

**Bishop's Castle Town Council Meeting
23rd April 2013**

**MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON
TUESDAY 23rd APRIL 2013 AT 8.00 PM**

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: K.E Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, N. Hird, M.E. Holton, J. Magill, W.J Morris, Dr St J Penney and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

1.13/14 APOLOGIES FOR ABSENCE

There were no apologies given

2.13/14 DECLARATION OF INTEREST

a) Disclosable Pecuniary Interest
Councillor Wright declared a disclosable pecuniary interest in item 9) iii) planning application13/00215/VAR as he owns a property adjacent to the application site.
b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 8 as they are Trustees of Bishop's Castle Town Hall Trust.
Councillor Carroll declared a personal interest in item 11 as she owns a business in the town.

3.13/14 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 26th MARCH 2013

Councillor Bowles asked for an amendment on minute 312.12/13 to clarify it was Councillor Bavastock who proposed the resolution and Councillor Carroll who seconded the resolution.
Councillor Bowles asked for an amendment to minute 313.12/13 to state Bishop's Castle has direct links to the formation of the American/Canadian border.
With these amendments it was proposed by Councillor Bavastock, seconded by Councillor Wright and
RESOLVED to approve the minutes of the Town Council meeting held on the 26th March 2013.

4.13/14 MATTERS ARISING

i) Storage of furniture – Most of the remaining furniture can be stored in the Methodist Chapel however we may struggle getting the large table from the Mayor's Parlour in there. Other suggestions were invited
ii) Oak Tree Plaque – Mr Barker, Headteacher of the Primary School suggested a small amendment of the wording of the plaque to state:

This tree was planted on 4th March 2013
to commemorate the
Diamond Jubilee of Queen Elizabeth II
by Councillor Keith Pinches, the Mayor of Bishop's Castle,
and by
pupils of Bishop's Castle Primary School

It was agreed the minor changes were acceptable.

iii) A letter has been sent to BCBS to see if they can assist with sponsorship of the improvements to the bike track, no reply has been received as of yet. Mr Roberts (Tom Roberts father) has provided proof of his competence to use the digger.
bii) A response has now been received from Philip Dunne and the Minister from the Dept of Energy and Climate Change. The letter states it is generally not possible for a generator who has received a grant from a public body to also benefit from FiTs payments. Philip Dunne has suggested trying to raise the capital to pay back the Awards for All grant by applying to Barclays Community fund, to Severn Trent's Community fund and Veolia. Councillor Hird is in talks with Dulas regarding the matter
ii) Councillor Hird reported Peter Jones from Lydham would be able to make the skateboard equipment for £5,000.

5.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK

a) Mandy Green updated the council regarding the Real Ale Festival. The Festival will be renamed the 'Ale Trail'. Those attending will be asked to purchase a program which will include a sturdy plastic real ale mug. There will be a security company employed to keep order. There will be additional dustbins and portaloos provided. Most of the pubs will shut at normal closing times with the exception of the Boars Head. There have been talks with the Fish and Chip shop. There will be a police task force on call if necessary.

b) Councillor Bavastock read out a letter from Sue Jones, Harvest Wholefoods in relation to the Lydham Friday Market. Points covered were that the market had rekindled the community atmosphere at Lydham, if the Town Council work with the traders then they are more likely to return to the Town Hall once the renovations are complete, if the Town Council oppose the market then they will have a bad reputation

c) Richard Semple, Lydham Village Hall. Asked the Town Council to put a stop to the bad feeling that was being created. He had contacted licensing at Shirehall who had indicated a license is not required and pointed out there was a Lydham Market Charter for Fridays whereas the Bishop's Castle Market Charter is for a Wednesday.

d) Sally Ann Hudson, reported the Friday traders did not move out the town to spite the Town Council, they did so because they felt the other venues were not suitable and felt their products were not suited to outdoors stalls. The traders have built up a customer base and have been loyal to their customers, the markets are vital to their livelihoods, Paul has traded in the town for 35 years and Sue for 28 years. It is important to keep people using markets rather than supermarkets and people should have a choice.

e) A letter was read out from Sue Averis stating length of time the traders have been in Bishop's Castle and that they moved to Lydham to stay together, the letter concluded that the Auction Yard Market is the rival market.

f) Ann Hudson felt it was sad that the Friday market traders moved to Lydham and asked if both markets could be left alone to trade. She felt there was no competition because those wishing to use Lydham will continue to be there and those wishing not to travel will use the Auction Yard, if the Town Council attempted to close Lydham market then it would be bad publicity for the Town Council.

6.13/14 ALTER THE ORDER OF BUSINESS

Councillor Dr Penney proposed to move item 11 on the agenda to be dealt with next. Seconded by Councillor Hird and resolved.

7.13/14 MARKETS

a) and b) Part 111 Food Act 1984 - The clerk explained this item had been put on the agenda in response to requests to establish where the Town Council stands legally in protecting its long established Friday Market. Legal advice had been sought from the solicitors at NALC and from the National Association of British Market Authorities. Both sets of advice were the same in that the Town Council should adopt the provisions under Part 111 of the Food Act 1984. The Town Council has an established Friday and Saturday markets, if the provisions of this Act are adopted then the Town Council becomes a Market Authority and therefore can protect its market rights from rival markets within 6.66 miles from the current market even though this is outside the boundary of the Town Council but only on days where there is an established market and only if the market operator doesn't have his/her own power to run a market. The provisions of the Act are entirely separate from the market Charters. There are two fairly recent stated cases in the matter. The Town Council should consider adopting the provisions of the act regardless of the Lydham Friday market to protect market rights of the Town Council in the future.

Councillor Dr Penney spoke about loyalty to the Market traders who have now moved to Lydham and that they were promised they would be found suitable alternative accommodation.
Councillor Carroll pointed out that we had strayed onto item 11.c) and proposed the provisions of Part 111 of the Food Act 1984 are adopted. Councillor Dr Penney asked for an amendment that the license should state that application cannot be refused without due course, the amendment was accepted by Councillor Carroll, seconded by Councillor Wright and **RESOLVED** with 8 votes in favour and 2 votes against and 1 abstention.

c) Councillor Bavastock said it was not in anybody's interest to stop the Lydham market and that it should be possible to work together, however she was concerned at the misinformation that had been actively promoted that Bishop's Castle Friday Market had moved to Lydham as this is clearly not the case and that a campaign had been made against the Town Council which was both inaccurate and destructive. Members of the public have made it known that they wish to have a market continue in Bishop's Castle, there has been a market here for 35 years, there is a need to retain a market in the Town Hall.

Councillor Holton asked about the authority of the charter. It was explained that charters were granted to give the grantee right to hold a market, often the authority governing the area. In the case of Bishop's Castle the Town Council is the successor authority but in the case of Lydham there is a parish meeting. The authority of the Lydham Charter will be with the successor of whoever it was granted to and therefore extremely unlikely to be the current market operator.

Councillor Carroll pointed out that the traders who moved to Lydham did not do so after a discussion with the Town Council, the decision came as a complete surprise however felt that by licensing the Lydham market would help gain some control, for example the objection to signs saying that Bishop's Castle market has moved to Lydham. Councillor Carroll proposed the Town Council grant a license to Lydham Market without charge for a period of 12 months. Dr Penney proposed an amendment that a license be granted at no charge indefinitely. Councillor Carroll did not accept the amendment due to fact the Town Hall project will be completed by then and 12 months is enough time to gauge whether the Lydham Market is successful or not.
Councillor Wright seconded Councillor Carroll's proposal and Councillor Hird seconded Councillor Dr Penney's amendment.

On putting the matter to the vote the amendment was lost 3 votes in favour and 8 against.
The proposal to license Lydham market was resolved by 7 votes in favour, 3 against and 1 abstention.

d) Advertising – Councillor Bavastock proposed we try to do our own publicity for one or two months and then reassess the need for advertising. Seconded by Councillor Morris and **RESOLVED**..

8.13/14 REPORT FROM THE UNITARY COUNCILLOR

Councillor Barnes thanked the Town Council for space on the agenda for Unitary Councillor reports and asked if anybody had any questions.

Councillor Bavastock requested an update on the Business Park. Councillor Barnes reported that 4 businesses had expressed an interest and there had been 2 further enquiries. There is still work been carried out on improving the infrastructure on site.

Councillor Hird asked about schools being allowed to purchase their own services. Councillor Barnes confirmed this has been an issue reporting that Norbury School was quoted £16,000 for IT where they could obtain the same service locally for £4,000. The matter is being looked into.

9.13/14 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

It was proposed by Councillor Wright to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Bavastock and resolved.

10.13/14 TOWN HALL RENOVATION PROJECT

a) Appointment of the main contractor – Councillor Wright reported that the Working Party had met earlier to discuss the report from the Quantity Surveyor. The QS had scrutinized the tender amounts submitted by J Harper and Sons and is satisfied the figures are sound. Therefore the recommendation from the Working Party is that J Harper and sons is the preferred contractor and that the professional team should carry our further due diligence checks and that once these have been satisfied the Town Clerk be delegated to sign the contract on behalf of the Town Council.
Seconded by Councillor Carroll seconded and **RESOLVED**.

b) Appointment of Web Designer – Councillor Carroll reported that following a shortlisting exercise 4 candidates were interviewed, the preferred candidate is Voiceboxx. The intended website from Voiceboxx will utilize wordpress and therefore can be maintained by Trust staff in the future. Seconded by Councillor Bavastock and **RESOLVED**.

c) Window Artists – Interviews had been conducted earlier in the day, the interview panel would prefer to take up references from two of the tenderers before a decision is made.

d) Vinyl Printers – This item was deferred until after the artist had been appointed.

e) Councillor Carroll proposed the meeting be now opened to members of the public, seconded by Councillor Bavastock and **RESOLVED**.

f) Time Capsule – Councillor were asked to consider items that could be put into a time capsule to be buried in the Town Hall

g) Photograph Portraits of Mayors – Councillor Dr Penney proposed that past Mayors as well as the current and future Mayors are included in the album of Mayors. Councillor Carroll asked for an amendment to include the engraving of Mayor's names on the gold shields on the Mayoral chain, the amendment was accepted by Councillor Dr Penney, seconded Councillor Carroll and **RESOLVED**

h) Relocation of the bench – Councillor Carroll proposed the bench be relocated to The Old Market Square on the opposite side to Bull Street, seconded by Councillor Bavastock and **RESOLVED**.

i) A total of £4,675.80 was taken in sales with a profit to the Town Hall project of just over £3,000.

11.13/14 TOWN AND COUNTRY PLANNING ACT

a) i) 13/01113/LBC : 1 Bull Street. Installation of three conservation rooflights. Councillor Morris proposed no objection, seconded by Councillor Holton and **RESOLVED**.
ii) 13/00857/FUL : Installation of glazed shelter to side elevation. Councillor Bowles proposed no objection, seconded by Councillor Bavastock and **RESOLVED**.
iii) 13/00215/VAR : The Three Tuns Inn, Salop Street. Additional information in relation to removal of condition 2 of planning permission SS/1/7223/P to allow ancillary accommodation to be severed from and occupied independently of public house. Councillor Bowles proposed an objection to this as there has not been sufficient additional evidence supplied. Noise monitoring has taken place over one night in the winter, during the summer months there will more customers of the Three Tuns sitting outside, the doors will be open more and windows will be open. In addition the brewery is active and its normal business can be noisy by its nature, e.g. moving barrels. If the application is successful then two established businesses may suffer due to restriction that new residents may demand. Seconded by Councillor Carroll and **RESOLVED**.

b) i) 12/04305/FUL. Foxholes Castle Camping. Erection of replacement workshop / storage building in place of existing shed, erection of timber shed over existing washing-up area, and increase in caravan storage from 20 to 30 caravans
PERMISSION GRANTED

c) none

12.13/14 ACCOUNTS

Councillor Bavastock proposed the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**.

	£	Cheque
Salaries	3056.96	104119,120,121,122,128,129
Andrew Wallace	24.24	104109
Nikki Rodick Expenses – Farmers Market Mileage & key cutting	18.72	104110
Monument Landscaping	306.00	104111
Severn Trent Public conveniences High Street	26.32	104113
Severn Trent Town Hall	52.64	104112
Enterprise South West Shropshire - newsletters	22.40	104116
Enterprise South West Shropshire – office & broadband		215.00 104116
D.W. Cole – repairs to toilet seat and taps on allotment	65.00	104115
Allotment Society – allotment maintenance (as per budget)		450.00 104114
NALC – affiliation fees	575.95	104118
Shropshire Council – election fees	1096.23	104117

Town Hall Renovation Project Expenditure

Communications Can – April Invoice	2500.00	104126
Appletree – Film and Drama Work	3109.00	104127
Martin Thomas Associates Ltd M&E	3600.00	104125

Direct Debits:

Swalec – electricity for Town Hall Public Conveniences	70.66
BT – telephone	214.36

13.13/14 RISK ASSESSMENT

The following amendments were made to the risk assessment:-
Change legal liability from High to medium
Registering of Interest to Medium as there are new Councillors
There was discussion regarding the change of risk in relation to security of the Town Hall and it was agreed this should be high as the Town Hall is currently empty.
Storage of civic Regalia may as it is stored in the bank vault
Amend meeting frequency to 4 weekly

With those amendments it was proposed by Councillor Carroll, seconded by Councillor Bowles to accept the risk review and **RESOLVED**.

14.13/14 REVIEW OF STANDING ORDERS

Councillor Wright proposed the following amendment to the Standing Orders.

A resolution (whether affirmative or negative) of the Council shall not be reversed by 3 or by a motion either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee and only if important new information has been received which puts the original decision into doubt and that the information was not available when the original resolution was made. Any motion should state the new information and the reason why the original resolution needs to be rescinded.

Seconded by Councillor Bavastock and **RESOLVED** with 9 votes in favour and 2 against

15.13/14 SNOW WARDENS

A list of locations of the grit bins will be obtained from Highways, residents will be asked to notify Highways, Councillor Barnes or the Town Council if the grit bins need topping up.

Councillor Bowles stated she is happy to ask around regarding Snow Wardens. It was agreed the matter will be put into the next newsletter and then be a future agenda item following that.

16.13/14 CAR PARKING AT MICHAELMAS FAIR

The Michaelmas Fair Committee has enquired if the playing fields can be used for car parking during the Michaelmas Fair for this year, this would be so the Auction Yard car park can be utilised for stalls and therefore be better managed in relation to obtaining payments for entry.
Councillor Bavastock proposed the Town Council could not support car parking on the playing fields because if the weather is wet then the playing fields will suffer undue damage, seconded by Councillor Wright and **RESOLVED**.

17.13/14 BROWN TOURIST SIGNS

It was proposed by Councillor Carroll, seconded by Councillor Magill and **RESOLVED** to support the application for Brown Tourist signs for the Church Barn.

18.13/14 REPORTS FROM MEETING ATTENDED

There were no reports received from meetings attended

19.13/14 TOWN COUNCIL BLOG AND FACEBOOK

Items for the blog and Facebook include:
Snow wardens
It was agreed for Councillor Bavastock to continue updating the Facebook page.

20.13/14 CORRESPONDENCE

The circulated items of correspondence were noted.
Deputy Mayor Councillor Bavastock gave thanks to the outgoing Mayor, Councillor Pinches, as he is not re-standing for election. She also gave thanks to Councillor Dr Penney who has been a Town Councillor for 46 years, thanks were also given to Councillors Furber, Hird, Holton and Magill who were all standing down as councillors.

21.13/14 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

It was proposed by Councillor Wright to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Bavastock and **RESOLVED**.

22.13/14 FLORAL DISPLAYS
Councillor Carroll proposed the Up the Pole planters be planted up by Bob's Flowers, seconded by Councillor Bavastock and **RESOLVED**.

With no other items of business the meeting closed at 9.41 pm.

Bishop's Castle Annual Town Council Meeting

14th May 2013

MINUTES OF THE ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE PUBLIC HALL ON TUESDAY 14TH MAY 2013 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Outgoing Mayor, in the Chair.
Councillor K Bavastock,

Councillors: E. Bowles, J. M. Carroll, S. Farr, J. Gaffney, W. J Morris, I Wall, J Wright.

In attendance: Mrs D J Malley (Town Clerk)

The Town Crier, Mayor and Town Clerk entered the meeting.

23.13/14 ELECTION OF MAYOR

Councillor Bowles proposed Councillor Bavastock as mayor for the municipal year 2013 -14.

She stated that the Town Council has lost several experienced councillors through the recent electoral processes. The new council will probably have five members who will be quite new to its procedures and responsibilities, but who will bring fresh insights and enthusiasm to the task. It seems somehow fitting that it should be led by a new and enthusiastic Mayor. Though a Councillor for just under two years, Councillor Bavastock has already contributed in many different areas to the work of the Town Council. She has learnt quickly, ably supported, as are all new councillors by our Town Clerk, and performed her role as your deputy most efficiently. Her general approach is to consider all issues impartially, thoughtfully and constructively. She has a wide knowledge of the town's organisations and businesses and unquestionable personal commitment to the well-being of its residents.

Therefore Councillor Bowles proposed to nominate Councillor Bavastock as Mayor. Councillor Morris seconded this proposition, there being no other nominations it was duly resolved to elect Councillor Bavastock as Mayor.

24.13/14 ELECTION OF DEPUTY MAYOR

Councillor Wright proposed Councillor Carroll as Deputy Mayor. He mentioned that she is one of the most experience councillors with an excellent memory. She is very enthusiastic and provides useful support to the Mayor.

Therefore Councillor Wright proposed to nominate Councillor Carroll as Deputy Mayor. Councillor Farr seconded this proposition and with no other nominations it was duly resolved to elect Councillor Carroll as Deputy Mayor.

The Outgoing Mayor, Mayor, Deputy Mayor, Town Clerk and Town Crier left the meeting to robe the newly elected Mayor and Deputy Mayor.

The Mayor, Deputy Mayor, Town Clerk and Town Crier re-entered the meeting.

25.13/14 DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor read aloud and signed the declaration of office in the presence of the Town Clerk. The Town Clerk counter signed the Mayor's signature.

26. 13/14 OATH OF ALLEGIANCE

The Mayor took the Oath of allegiance to Her Majesty Queen Elizabeth the second on the bible.

27. 13/14 APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Crowley and Councillor Price.

28. 13/14 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced Reverend Stephanie Fountain would be the Mayor's Chaplain. Reverend Fountain was not present but had previously accepted the appointment.

29. 13/14 APPOINTMENT OF CONSORT

The Mayor announced Mrs Karen Corfield as her Consort. The Clerk presented Mrs Corfield with the Consort's ribbon.

30. 13/14 MAYOR'S CIVIC SERVICE ARRANGEMENTS

The Mayor announced the Mayor's Civic Parade will be on Sunday 2nd June, leaving the Town Hall at 10.40am to parade along the High Street and Church Street for a service at the Church at 11.00 am.

31. 13/14 ARRANGEMENTS FOR COUNCIL MEETINGS FOR ENSUING YEAR

Councillor Wright proposed the arrangements for meetings should remain on Tuesday evenings every four weeks, starting at 8.00 pm. Seconded by Councillor Gaffney and resolved.

32. 13/14 MAYOR'S ADDRESS

The new mayor addressed the room.

"This year has been a very busy year for the Council. I became Deputy Mayor and was able to attend the Diamond Jubilee Celebrations and presentation of medals to the children of the Primary School with the Mayor and Mayoress. We then had a church service on the Saturday with the Bishop of Ludlow present along with a Tea Party in this hall afterwards for as many people who wished to attend – what a wonderful day that was and a fitting start to what has been a truly memorable year for the town. So many people pulled together to make that event a fantastic day.

As a trustee of the newly formed Town Hall Trust I want to speak about this project which has been a big part of the news for this year. We received word in September that we had been successful with our Heritage Lottery Bid and were awarded £676,800.00 to renovate our historic Town Hall. The contractor has now been appointed and work will be commencing shortly and we hope that in early 2014 we will be back in the Town Hall.

In addition Bishops Castle Town Hall Trust has been formed. The Town Council has welcomed partners from Bishops Castle Heritage Resource Centre Patricia Theabold and Evelyn Bowles and The Tourism Group with Henry Hunter and Sue Wilmer initially then Geoff Grimes who along with myself and Councillor Steve Farr make up the Trust which is going to be responsible for the future of the Town Hall.

This has been done with support from Sam Hine our Project Manager and Philip Belchere our architect, both here tonight and my grateful thanks goes to everyone involved in the trust as well as the preparation of the bid, and a willing band of volunteers who have helped with the fundraising which we still have a way to go with as our part of the heritage lottery bid but so far over £40,000.00 has been raised towards the £62k target – a magnificent achievement.

All those involved work extremely hard for the Town Hall and I am very grateful. In the words of a 15 year old student at the Community College who contacted me recently regarding volunteering opportunities "I think the renovation of the town hall is a great thing for the people of Bishop's Castle, including the younger community once completed". This gives me hope for the future. We are looking for volunteers who would like to get involved in this wonderful project so please let me know if you have a few hours you could spare to get involved. You would be very welcome. We have a display for anyone who would like more information.

We have had to relocate the Friday market to the auction yard during the renovations of the Town Hall.

There have been some initial teething problems however we have growing support for this venture and the Town Council is determined that the markets will remain in the town and I sincerely hope that people do support the market traders who have agreed to have stalls and in the coming months we are hoping to offer a larger selection of goods which we know will enhance the products on offer and keep us with our reputation firmly intact as a market town.

We are hopeful now that the future of the Business Park is secure from inappropriate development and that we can work more positively with Shropshire Council and be welcoming new businesses to the Business Park working with Charlotte Barnes as our local representative and other interested parties.

We have introduced a facebook page for Bishops Castle Town Council and hope that by embracing new technologies we can ensure that people get messages and information more quickly and very importantly feel they can talk to us.

Local people have produced a CD which comprise of 180 or so musicians aged 15 to 80, all from BC or nearby which has just been released and showcases the magnificent talent we have in this town.

The title of the CD is "Where do you draw the Line?" We must support these ventures because they are the future and they help put our town on the map– many young people have been involved in this project and we need to keep them, not lose them to other towns and cities and if opportunities are available here there will be no need for them to leave and if they do every reason for them to come home in the future. All proceeds are divided equally between 3 good causes- The Andy Fuller and Stumper fund, The Bishop's Castle Community Land Trust and The Severn Hospice which are all charities which help people locally.

I would like to thank my fellow councillors for their time and hard work. Tonight we have seen the departure of our current mayor, Keith Pinches –someone who I consider to be a good friend to me but perhaps more importantly, also to Bishops Castle. He has been an excellent ambassador for the town and has put many hours into his role as Mayor and whilst I on behalf of the Town Council wish him well in his 'retirement' I feel sure he will be there to lend a hand to the new council. In addition I would like to mention Keith's wife Gaynor who has also been a massive support to him and the Town Council over the years he has been Mayor and a town councillor previously. She has also been a brilliant support to me with advice and help whenever I have asked and it is very much appreciated.

I then move on to Dr Penney – who could really be described as fixtures and fittings of the council. He is someone who has lent a guiding hand to the business of the town for many years – 47- I believe which is a massive achievement. In addition he has been the Mayor and during his time on the council has seen many changes and I personally shall miss seeing that wicked glint in his eye and the one liners which have made me smile to myself in council meetings. Again he deserves time to himself and his family but he will be missed by many people.

I also need to speak about Councillors Hird, Magill, Holton and Furber, all of whom have also stepped down from the town council in the recent elections. They too collectively have devoted many years to the council and spent many hours carrying out their roles of councillors and will also be very much missed by us.

You tend to forget that our work is unpaid, voluntary work which is carried out by a group of people who care passionately about our beautiful town and want to try and make a difference. I would like to thank all these people on behalf of the rest of the Town Council and indeed the town for the significant and everlasting contribution they have made to the future of the Town for the sake and benefit of us all - they may be leaving the council but their legacy will live on in this special town and I pay tribute to their dedication and commitment.

We are also welcoming new councillors – Jim Gaffney, an old hat at this whom I replaced as a Councillor, and joining him are Sarah Crowley, Ian Wall and Darren Price. I would like to give my warmest wishes to welcome to our new councillors. There are still 2 places vacant so please get in touch with the clerk if you are interested in applying to become a councillor as we will be looking to co-opt 2 in the very near future.

Diane and Nikki our clerks deserve recognition and thanks for the efficient running of the Council office. I also need to give thanks to the various committees and volunteer groups in the town some of which are represented here tonight who organise festivals and events such as the Triathlon, Carnival, Michaelmas Fair, Walking Groups, Christmas Lights, Beer Festival, Craft Fairs, Land Trust Events, Exhibitions to name but a few!

These events all help our economy and make Bishops Castle the unique and wonderful town it is. We also need to recognise the work of The First Responders who provide a vitally important service to us all. I also want to thank the clock winders for their work along with the Public Hall committee. It does not go unnoticed.

I would like to pay Tribute to Mike Shanahan who has done an excellent job as our Town Crier promoting our town over the length and breadth of Britain and abroad. Together with his partner Christine he has attended Festivals and Council functions without being paid. He is stepping down to begin his new life as a Chelsea Pensioner. I would like to wish him and his consort Christine Bebbington all the best for the future.

Thank you to the Civic Society for all the years you have helped to maintain the Town Hall and also for collecting money to purchase at auction some of the sale items in case a place in the Town can be found to use them in the future.

I also have to thank my family and friends who, along with members of the various groups I belong to have given me the confidence to move forward with my life and to believe that I can carry out the role of the Mayor and represent the town I love which I will do to the best of my ability. Special thanks to Karen who has agreed to be my consort and to my friend Rosemary and other family members who will step in if Karen is unavailable. I am extremely lucky to have such good people in my life. In addition I want to thank Wendy Oakley who has done the catering for tonight's event – and made a limited budget stretch a long way. It is very much appreciated.

To the future ... a very busy 12 months ahead for me and the Town Council looking forward to the events we have and working with the community. We have a number of new businesses in town and have sadly seen some depart and because we now have a local input from Mike Ashwell at Enterprise House we have progress on the units being let there and as well as that he is managing the initial inquiries from potential businesses for the Business Park which is invaluable. It is my hope that we retain the businesses we have in the town, as well as being able to encourage more businesses to join us and create jobs. It is vital that we fill all our shops and expand the range of goods and services we can offer to local people and visitors alike.

I also hope that housing issues are addressed, particularly for young families and local people who wish to stay in the town and not be forced to move away. We need to retain our services – our Hospital, our Fire Station, our Police Station and of course our Medical Practice that we have who all provide an invaluable service to residents living in the area – these are all things that make up the structure of this town and we must do everything we can to ensure that they are retained and that we all value what we have and recognise the dedication of people within these services.

We will be welcoming a further 2 councillors in the near future. We will then be opening the Town Hall and moving back into the hall as a Town Council and look forward to working with the Trust on this. ...

If there is one thing I learned in my role as Chairman of the Biomass Group it is that together we can make a difference and I look forward to working with you all and doing this. Our Town and its people deserve no less and I am honoured to be chosen as the mayor for this coming year.

Finally I would like to thank everyone for attending the meeting and invite you all to join with myself and my fellow councillors for refreshments."

The Mayor thanked everyone for attending and invited them to join her for refreshments.

Bishop's Castle ANNUAL Town Meeting
28th May 2013

MINUTES OF BISHOP’S CASTLE ANNUAL TOWN MEETING HELD ON TUESDAY 28TH MAY 2013 7.00PM IN THE PUBLIC HALL.

PRESENT Councillor K.Bavastock, Mayor, in the Chair.
Councillors: E. Bowles, J. M. Carroll, S. Crowley, S. Farr, J. Morris, I.Wall and R.D. Wright
In attendance: Mrs D Malley (Clerk)
P.C. Anne Gutteridge and S.O Sandra Garland
Councillor Charlotte Barnes
23 members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Price and Morris due to work commitments; Apologies were also received from Carol Morgan, Matthew Mead, Cait Leach

1. MINUTES FROM THE ANNUAL TOWN MEETING OF 11TH APRIL 2012

It was proposed by Councillor Wright, seconded by Councillor Carroll and duly resolved to agree the minutes of the Annual Town Meeting dated 11th April 2012.

1. MATTERS ARISING

The clerk reported this year’s Annual Town Meeting had been better advertised, posters had been put out and it had been advertised in the press and on Facebook.

1. REPORTS FROM ORGANISATIONS

i) SpArC – Caith Leach was unable to attend but sent the following information which was read out by the Mayor.
“As recent reports indicate, SpArC Theatre is very much alive and kicking following the recent period of uncertainty about its future. Now managed by Enterprise South West Shropshire, the theatre has its busiest programme yet and it’s also easier than ever before for Bishops Castle residents to get information and book tickets since the creation of a dedicated ticket office based at Enterprise House in addition to the box office at SpArC. There is also a new website at www.sparctheatre.co.uk.

Upcoming events in June include:

1. Live opera from the world renowned Glyndebourne festival
2. A live broadcast of Swan Lake from the Mariinsky ballet in St Petersburg
3. Helen Mirren in National Theatre live screening, The Audience
4. Lots of films including Oz the Great and Powerful, Lincoln and Song for Marion
5. Henry V: the first of three classic Shakespeare screenings from the Globe in London

More information about the upcoming programme can be found at SpArC or Enterprise House, from the display in Ron Davies’ window at the top of town or at www.sparctheatre.co.uk.

If anyone is interested in helping out at the theatre, SpArC Theatre always welcomes new Front of House, publicity or set up volunteers. If you’d like to help out, or if you have any queries about the theatre or want to make a suggestion, please contact Cait at SpArC on 01588 630321 or theatre@bishopscastle.co.uk.”

ii) Carnival Committee – Will Oakley commented on the grass cutting at the Playing fields and believes it to be a mess. He stated that the carnival provides Bishop’s Castle with a window of opportunity to showcase the town. He was advised that there had been an issue with the grass cutting contractor the previous year but this should have been resolved.

He also asked about the town crier competition and what is happening. The Mayor advised that the clerk will be in contact with the Carnival Committee to discuss the matter.

iii) Police – PC Ann Gutteridge explained how the police force is facing many changes from September 31st 2013. The 24/7 response team will be most affected. When the officers arrive for duty they will be deployed to specific areas. If an emergency arises the GPS system will locate the nearest officer and redeploy them to the scene.

Bishops Castle station has ‘retained’ next to on the listings, for now however it is unsure if it will remain at the existing premises. It is manned by herself, and a PC, Sheena Jones (CSO) and Sandra Garland.

She wanted to encourage people to use the 101 number to report any incidents. The crime stoppers number is also to be remembered 0800 555 111.

She highlighted the importance of marking property with ‘smart water’ so it can be identified if stolen. Simply marking the item with initials would be sufficient. It is recommend to take note of any serial numbers of the property to ensure it can be traced back to its rightful owner.

iv) Town Hall Renovation – Sam Hine Project Manager – Sam stated that the past 12 months has seen the project reaching a number of import milestones with £676,000 being received from the Heritage Lottery Fund. A grant from the Pilgrim Trust and the Leader Programme.

The Town Hall has received full planning and listed building consent.

Harpers and Sons have been appointed as the building contractors and will start at the beginning of June on a 30 week contract with completion around Christmas.

The Town Hall trust will manage the Town Hall when it is renovated. The Town Council will still be located at the Town Hall.

The Town Hall is an asset to the town and this is an amazing opportunity.

Sam mentioned that a Time Capsule will be buried under the Hall and would like people to come forward with ideas and suggestions of what to put inside.

v) Patients Group – Nick Hutchins wished to publicise a Patients Group Open House on the 22nd June 11am-1pm at the Public Hall. It is a drop in where you can join in with activities. He also announced the launching of their new website.www.bcpq.org.uk.

Councillor Wright asked for Mr Hutchins to confirm what the purpose of the group is. Mr Hutchins confirmed that it is to ensure good communications between the practice and patients. Bishops Castle Practice is independent and simply houses the meetings.

vi) Unitary Councillor – Councillor Charlotte Barnes. Thanked the public for re-electing her and looks forward to working with the new council. She announced that she will be holding regular weekly surgeries in the rural communities and in the town. She now has an office at Enterprise House.

She has regular meeting with Highways and Chris Edwards who provides her with advice and support.

Councillor Barnes was pleased to announce the success of the Business Park with 5 possible businesses being interested hopefully with the knock on effect of bringing additional jobs to the town.

5. QUESTIONS FROM LOCAL ELECTORS

A question was raised regarding the fresh water mussels in the Clun catchments. Planning in the area has to be constrained due to the risk of pollution entering the water course. Natural England is putting restrictions in place. Councillor Charlotte Barnes advised that there will be a report release in June/July with an update on the situation.

An enquiry was made regarding the footpath at the top of the Wintles and when it was to be cleared as it currently overhung by trees and the slagheap is sliding onto the pathway. Councillor Carroll advised that it was in hand. Councillor Barnes will write to the Wintles Association to request the trees are dealt with.

A local resident asked for an update on the SamDev consultation. Councillor Barnes advised consultation dates for the newly proposed sites will be advertised to ensure all residents are fully aware of any plans. There will likely be a consultation exercise at the end of June.

The towns markets were brought up for discussion, it was asked why the Town Council could not support the Lydham market. Mayor Bavastock stated that many locals had approached her advising that they were unable or unwilling to travel to Lydham. Local businesses had noted a significant decrease in trade since the market has left the Town Hall. The Town Council had tried to relocate the market within the town and a number of venues were offered, however the market traders felt the venues were unsuitable. It was noted that the Town Council had never had the intention to prevent the Lydham market from trading. A resident suggested that Paul Amess is the Friday market and the market in the Auction Yard was the rival market. The clerk confirmed that the Friday market is a Town Council operated market.

A resident reported that the park was a mess and needed updating. He mentioned that there is a lot of dog mess around and it is difficult to see due to the grass being quite long. He also reported broken glass is a regular occurrence. Councillor Bavastock stated that if any vandalism is noticed to call the 101 number to report it or there is a street scene number to call to clear up dog mess. Councillor Carroll advised that the Council have just ordered new play equipment to revamp the area. New swings have been ordered and new equipment for the skate park also has been ordered.

There being no further business, the meeting closed at 7.55 pm.

Signed
Mayor of Bishop’s Castle

**Bishop's Castle Town Council Meeting
21st May 2013**

**MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON
TUESDAY 21st MAY 2013 AT 8.00 PM**

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.
Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S. Farr, J. Gaffney, W.J Morris, D. Price,
I. Wall, R.D. Wright.
In attendance: Mrs D Malley (Clerk)

33. 13/14 APOLOGIES FOR ABSENCE
There were no apologies given

34 13/14 DECLARATION OF INTEREST
a) Disclosable Pecuniary Interest
Councillor Bavastock declared a disclosable pecuniary interest in item 10 Mayors Allowance. Councillor Price declared a disclosable pecuniary interest in item 19e iv.

b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 26 as they are Trustees of Bishop's Castle Town Hall Trust.
Councillor Carroll, Price, Wright and Gaffney declared a personal interest in item 17 as they own a business in the town which is advertised in the brochure.

35. 13/14. DISPENSATIONS
a) Councillor Farr proposed that dispensations were to be granted for matters relating to the Town Hall for Town Councillors except the Town Hall Trustees, seconded by Councillor Carroll and resolved.
b) Councillor Carroll proposed that dispensations were to be granted for matters relating to the Town Hall with the exception of contractual terms in relation to the Town Hall Trust for Trustees, seconded by Councillor Wright and resolved.
c) Councillor Bavastock proposed that dispensations were to be granted to all Town Councillors living in the parish for the setting of the Town Council Budget and Precept, seconded by Councillor Carroll and RESOLVED

36.13/14 APPROVAL OF MINUTES
a) Councillor Wright asked for an amendment on minute 7.13/14 to clarify what had been proposed and who by. The clerk confirmed that Councillor Carroll had proposed the provisions of Part 111 of the Food Act 1984 are adopted.
Councillor Gaffney asked for minute 16.13/14 to be amended to correct the spelling of Michaelmas. With these amendments it was proposed by Councillor Bavastock, seconded by Councillor Carroll and RESOLVED to approve the minutes of the Town Council meeting held on the 23rd April 2013.
b) It was proposed by Councillor Carroll and seconded by Councillor Farr and RESOLVED to approve the minutes of the Annual Town Council meeting held on the 14th May 2013.

37.13/14 MATTERS ARISING
a From the Town Council meeting dated 23rd April 2013
i) The clerk reported that the large table from the council office has been moved to the Wintles Barn for storage. The large table in the council chamber is going to be moved to the church but needed treating for wood worm before it can be moved.
ii) Councillor Gaffney referred to the decision regarding the parking on the playing fields during the Michaelmas Fair. The Michaelmas Fair Committee has requested permission to use the playing fields for trader parking as in previous years. It was agreed that this should be put on the next agenda.
iii) Councillor Price questioned the reasoning for the Town Council's decision to support the application for a brown tourist sign for the Church Barn when there are other meeting halls around the town but would not support the request for a brown tourist sign for the Boars Head giving the reasoning that this would be unfair to other public houses and licensed premises in the town. It was agreed that as six months has passed since the brown tourist sign for the Boars Head Public House had been discussed that the matter should be put back onto the agenda.

38.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK
There were no members of the public wishing to speak.

39.13/14 REPORT FROM THE UNITARY COUNCILLOR
a) Highways: Kerry Lane – discussions regarding Kerry Lane being used as a cut through with traffic passing through at speed are ongoing with a number of options being considered: Corporation St – the poor visibility for drivers entering Corporation Street from Woodbatch Road is being considered.
b) Councillor Barnes has invited Clive Wright the Operations Director of Shropshire Council to come and visit Bishop's Castle so he can have a better understanding of the town's needs.
d) Councillor Barnes reported that she is now a joint Deputy Leader for the Liberal Democrats allowing her more of an insight and access to officers' meetings.
e) Councillor Barnes announced that she now has an office at Enterprise House where people can pop in to discuss issues.
f) Surgeries – The details of the next surgeries will be given to the clerk as soon as possible.

40.13/14 TOWN HALL RENOVATION PROJECT
a) Appointment of the main contractor –Sam Hine (Project Manager) reported that negotiations with the Architect and Quantity Surveyors were now complete and Harpers have been sent a letter of intent. The renovation work is scheduled to start the first week in June 2013 and last for 30 weeks. This takes us up to just before Christmas. The tender is well within budget however there is still a need to continue fund raising for Target 250.

41.13/14 TOWN AND COUNTRY PLANNING ACT
a) i) 13/01367/FUL : Land adjacent, Lagden Lane, Colebatch, erection of agricultural building.
Councillor Bavastock proposed no objection, seconded by Councillor Carroll and RESOLVED.
ii) 13/01515/FUL : Idimw, Woodbatch. Erection of a single storey rear extension.
Councillor Carroll proposed no objection, seconded by Councillor Bowles and RESOLVED.
iii) The Clerk announced that an addition planning application had been received regarding a tree order. Councillor Wright proposed that it should be delegated to the clerk and tree wardens, seconded by Councillor Bavastock and RESOLVED.
b) none
c) none

42.13/14 ACCOUNTS
Councillor Farr proposed the accounts up to the Mayors allowance be approved and signatories authorised to sign the cheques. Seconded by Councillor Wright and RESOLVED.

	£	Cheque
Salaries	2423.98	154-159
Andrew Wallace	30.30	104131
Nikki Rodick Expenses – Farmers Market Mileage	10.82	104132
Monument Landscaping – grounds maintenance	362.00	104133
BCBS – paint to repaint Oak Meadow play equipment	68.54	104134
Web Hampers – Friday Market signs	135.84	104135/6
COS – quarterly photocopy lease	169.65	104137
Viking – stationery	121.36	104138
Fastrack – grass cutting	194.59	104139
Jane's Petal – Flowers for Mayor Making	15.00	104140
Dave Cole – leaking taps at allotment	50.00	104141
Paul Lucas – Assistance with Friday Market	40.00	104142
ESWS – Rental of Office & broadband	215.00	104143
Simon Morray – Assistance with Friday Market & storage		
Of tables and canopies	160.00	104144

Councillor Bavastock left the room and Councillor Carroll took the chair.

Councillor Wright proposed the Mayors allowance be approved and signatories authorised to sign the cheques. Seconded by Councillor Farr and RESOLVED.
Mayor's allowance
Wendy Oakley – Food for Mayor Making 200.00 104145
Mayor's Charity (Donation from Six Bells for beer) 60.00 104160
Diane Malley – Wine and drink 40.20 104146

Councillor Bavastock returned to the room. Councillor Wright proposed the town hall renovation accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Carroll and RESOLVED.
Town Hall Renovation Project Expenditure
Communities Can – April Invoice 2500.00 104147
Appletree – Film and Drama Work 3109.00 104148
Martin Thomas Associates Ltd M&E 720.00 104149
Bowen Consultants – QS 120.00 104150
Church Barn – Business Event 30.00 104151
Thyme – Food for business event 150.00 104152
ESWS – consultancy re website 500.00 104153
Voiceboxx – commission for Website 1482.55 104263

Councillor Wright proposed the direct debits be, seconded by Councillor Carroll and RESOLVED.

Direct Debits	
Npower – electricity for Playing Fields	173.34
British Gas – Auction Yard Public Toilets	252.82

43.13/14. YEAR END ACCOUNTS
a) It was proposed by Councillor Carroll to approve the year end Receipts and Payments summary and Bank Reconciliation Statement. Seconded by Councillor Farr and RESOLVED.
b) It was proposed by Councillor Bavastock to approve the Accounting Statements on the Annual Return. Seconded by Councillor Carroll and RESOLVED.
c) It was proposed by Councillor Carroll to approve the Annual Governance Statement on the Annual Return. Seconded by Councillor Gaffney and RESOLVED.
d) It was proposed by Councillor Bowles to approve the Fixed Asset Register. Seconded by Councillor Crowley and RESOLVED.
e) It was proposed by Councillor Wright to increase the delegated spending limits of the clerk from £150 to £250. Seconded by Councillor Carroll and RESOLVED.

44. 13/14 THE CO-OPTION PROCESS
The clerk advised that she had compiled an application form that was now available for those interested in being co-opted. Councillor Bavastock suggested all Councillors should have the option to be at the co-option interviews. Councillor Wright believed that it should be the staffing committee and 2 or 3 others as it would be too intimidating with the full council. Councillor Gaffney suggested if everyone was sensitive and treated the applicant with respect bearing in mind that they are offering their time to help and not being a job interview all should be able to attend. Councillor Wright agreed. Councillor Farr requested the application has structure to ensure all aspects are covered fully to obtain the same information from each applicant. Councillor Gaffney suggested that 3 or 4 councillors should be designated to ask the questions with other councillors able to ask questions at the end. After discussions Councillor Gaffney proposed the date for the interviews as Tuesday 11th June 2013 from 6.30pm with 15-20 minutes allotted for each interview followed up with a conclusion. Seconded by Councillor Price and RESOLVED.

45 13/14 MARKETS UPDATE
Councillor Bowles stated that Nicky Simpson has arranged to have a gazebo outside the Pharmacy if required however there is only limited space. Councillor Bavastock advised that she has set up a market's facebook page which has already received positive feedback. She has also assisted the Shropshire Star with running a story 'use it or lose it'. Councillor Carroll stated she has always been in favour of the towns markets but is concerned that it is not being efficiently run, with approximately £200 being spent each month when a suitable person could be running it for £6.50 per hour. Councillor Carroll suggested that the council advertise for someone to run the markets. Councillor Bavastock proposed that the situation is assessed in another month and in the meantime the staffing committee meet to discuss the details, the matter is to be delegated to the staffing committee. Seconded by Councillor Gaffney and RESOLVED.

46. 13/14. REAL ALE TRAIL REQUEST
Councillor Bowles proposed that that the request to put a portaloo on the Old Market Square during the Real Ale Trail be granted. Seconded by Councillor Crowley and RESOLVED. Councillor Wright expressed his appreciation of the efforts of the publicans.

47. 13/14 PLAYING FIELDS
a) Councillor Carroll explained that:
i) Grass cut before festivals is being cleared into piles which are turning into a smelly mess. Councillor Gaffney suggested installing a compost bin. Councillor Carroll proposed that the Carnival Committee be advised to remove the grass and in the meantime the option of a compost heap is investigated.
ii) The Playing fields have a mains sewage connection which is not being used at festivals. It was proposed that the Playing fields hire form should include that the mains sewage must be used.
iii) There is a dog litterbin next to a bench in the park. It was suggested that this should be moved to the other side of the path. All the above was seconded by Councillor Price and RESOLVED.
b) The maze has many broken and missing sections where the wooden posts are being kicked out. The clerk asked whether the posts should be left or removed. If they are left there would be classed as a hazard and it would be marked down by ROSPA. Councillor Gaffney stated that it was not a good idea to encourage vandalism and proposed quotes should be sought to dig the posts out and replace. Seconded by Councillor Carroll and RESOLVED. Councillor Morris suggested that the posts be put into soil and not concrete. The Clerk will request this to be included in the quotes.

48. 13/14 TOWN CRIERS' COMPETITION
Councillor Bavastock informed the Council that Mike Shanahan was to retire this year, the carnival committee has suggested in place of the usual Town Criers' competition an alternative competition could be held to find a replacement. Mike Shanahan may be able to come to judge. Councillor Price wished to point out that when the competition was held at the Michaelmas Fair he sponsored the event which was very successful with 18 competitors. Since it has been moved to the Carnival it has not been so successful. It was confirmed there is £350 in the budget for the Town Criers' competition, the Town Council currently do not have the manpower to organise a Town Criers' competition but will fund it if the Carnival Committee wish to run it. It was proposed by Councillor Morris to put this to the carnival committee, seconded Gaffney and RESOLVED.

49. 13/14. TOURISM SHOPPING AND SERVICES GUIDE
Councillor Bowles proposed that the request to distribute with a future newsletter the new "Bishop's Castle Tourism Company Shopping & Services Guide, Where to eat and What to Do in Bishop's Castle & Clun booklet." be granted and suggested it should coincide with the newsletter delivery. Seconded by Councillor Bavastock and RESOLVED.

50. 13/14. A TRIBUTE TO THE LONG SERVICE OF DR PENNEY
Councillor Price suggested a supper and presentation of which he kindly offered to host if required. Councillor Gaffney suggested an item in the Town Hall such as a chair with a plaque. Councillor Bavastock proposed a picture book with comments from local residents, seconded by Councillor Morris and RESOLVED.

51. 13/14 APPOINTMENT OF RERESENTATIVES AND COMMITTEE MEMBERS
a) Staffing Committee - Councillor Gaffney proposed Councillor Bavastock, Councillor Farr, Councillor Carroll and Councillor Wright. Seconded by Councillor Wright and RESOLVED
b) Trustees to the Town Hall Trust - Councillor Carroll proposed it remains the same as last year, Councillor Bavastock and Councillor Farr. Seconded by Councillor Bowles and RESOLVED
c) Town Hall Working Party - Councillor Bavastock proposed it stay the same as last year, Councillor Morris, Councillor Carroll and Councillor Wright and a newly co-opted member. Seconded by Councillor Carroll and RESOLVED
d) Playing Fields Working Party - Councillor Bavastock proposed Councillor Farr, Councillor Carroll and Councillor Crowley. Seconded by Councillor Bowles and RESOLVED
e) To appoint the following representatives:
i) ESWS -Councillor Carroll proposed Councillor Bavastock. Seconded by Councillor Price and RESOLVED
ii) Alc Southern Committee - Possibly Co-opted Member.
iii) LJC Committee - Councillor Bavastock proposed Councillor Gaffney. Seconded by Councillor Bowles and RESOLVED
Councillor Price left the room.
iv) Public Hall Committee - Councillor Carroll proposed Councillor Bowles. Seconded by Councillor Bavastock and RESOLVED
Councillor Price returned to the room.
v) Bishop's Castle Primary School Governor - It was proposed by Councillor Bavastock that Councillor Carroll remains as Bishop's Castle Primary School Governor until the end of her term in May 2015. Seconded by Councillor Gaffney and RESOLVED
vi) Market Traders Liaison - Councillor Bavastock proposed Councillor Crowley, Councillor Wall, Councillor Bowles. Seconded by Councillor Carroll and RESOLVED
vii) Community Land Trust - Councillor Bavastock proposed Councillor Crowley. Councillor Gaffney as the Chairman of the Land Trust suggested there be two Town Council members. Councillor Bavastock amended the proposition to Councillor Crowley and herself. Seconded by Councillor Wright and RESOLVED
viii) SpArC Advisory Committee - Councillor Bavastock proposed Councillor Carroll should remain. Seconded by Councillor Gaffney and RESOLVED
ix) Friends of the Library - Councillor Wright was unsure that a Town Council representative was necessary and proposed it was investigated and deferred to the next meeting.

PACT and tree wardens also to be discussed at next meeting.

52. 13/14 BANK SIGNATORIES
a) All members to be bank signatories to the HSBC Bank Accounts
b) All members can be signatories to the Dudley Building Society Accounts

53. 13/14 ARRANGEMENTS FOR THE CIVIC SERVICE
The Mayor's Civic Service is to be held on Sunday 2nd June 2013. Leaving the Town Hall at 10.40 am for a service at the church at 11am.

54. 13/14 REPORTS FROM MEETINGS ATTENDED
a) Allotment AGM - Councillor Carroll was in attendance. She announced that it the allotments society had been at risk of collapse however has now settled down.
b) Public Hall AGM - Councillor Carroll was in attendance. She announced that it had been successful and made a profit. The accounts will be put to the Town Council in due course.

Councillor Bavastock proposed that the reports were to be received. Seconded by Councillor Wright.

55 13/14. TOWN COUNCIL FACEBOOK
Councillor Bavastock suggested that Planning Applications should be put on Facebook along with the compilation CD, Mayors Sunday and the Annual Town Meeting.

56. 13/14 CORRESPONDENCE
a) The Clerk Magazine
b) Notice to inspect play equipment by ROSPA
c) The clerk advised that a letter had been received from Shropshire Council for a request for local connection for Simon Morray. Councillor Bavastock Proposed that this be given. Seconded by Councillor Wright and RESOLVED.

57. 13/14 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the same involves the likely disclosure of exempt information as defined in the Acts.

58.13/14. TOWN HALL RENOVATION PROJECT
a) Councillor Wright who attended the interviews proposed that Duncan Wright be appointed the position of the window graphic artist. Seconded by Councillor Farr and RESOLVED.

With no further business the meeting was called to a close at 10.00pm

Bishop's Castle Town Council Meeting
18th June 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 18TH JUNE 2013 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.

Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S. Farr, J. Gaffney, D. Price, I. Wall, R.D. Wright.

In attendance: Simon Harris and Anne-Marie Jackson, also in attendance was Mrs D Malley (Clerk)

59. 13/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Morris due to work commitments.

60 13/14 DECLARATION OF INTEREST

a) Disclosable Pecuniary Interest

Councillor Bavastock declared a disclosable pecuniary interest in item 16 Brown Tourist signs because of personal reasons. Councillor Price declared a disclosable pecuniary interest in item 16 Brown Tourist signs as it was his application.

b) Declarations of Personal Interest.

Councillors Bavastock, Bowles and Farr declared personal interests in item 10 as they are Trustees of Bishop's Castle Town Hall Trust.

61.13/14 CO-OPTION OF VACANT TOWN COUNCIL SEATS

Councillor Wright proposed Anne-Marie Jackson and Simon Harris be co-opted onto the Town Council, seconded by Councillor Bowles and **RESOLVED**.

Anne-Marie Jackson and Simon Harris signed their declaration of acceptance of office, witnessed by the Town Clerk and joined the meeting.

62.13/14 APPROVAL OF MINUTES

a) Councillor Bowles asked for an amendment on minute 34.13/14 b) to include Councillors Bowles and Bavastock as also declaring a personal interest in the brochure.

Minute 51.13/14 e) iv) to include that Councillor Bowles was willing to step down as Public Hall representative if one of the new Councillors wished to be the Public Hall representative.

Minute 58.13/14 the name of the window artist should be Alan Duncan.

With these amendments it was proposed by Councillor Carroll, seconded by Councillor Farr and **RESOLVED** to approve the minutes of the Town Council meeting held on the 21st May 2013.

b) Councillor Bowles asked for an amendment under section 5, questions from local electors. It should be included that the clerk advised she had sought legal advice from NALC and via Shropshire Council's solicitors to the National Association of British Market Authorities regarding protecting future markets in Bishop's Castle; and following the question of when the license is up for renewal that Councillor Bavastock offered to talk with the traders if that was acceptable, those present representing the traders agreed this was acceptable. With these amendments it was proposed by Councillor Carroll and seconded by Councillor Price and **RESOLVED** to receive the minutes of the Annual Town meeting held on the 28th May 2013.

c) It was proposed by Councillor Wright to receive the minutes of the Staffing Committee meeting held on 28th May 2013, seconded by Councillor Farr and **RESOLVED**.

63.13/14 MAYOR'S ANNOUNCEMENTS

The Mayor reported her charities for the year will be Bishop's Castle Primary School and About Music Project. To raise funds for her charities she is producing a calendar. All twelve months have now been sponsored. All proceeds from the calendar will be split between the two charities.

64.13/14 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 21st May 2013

i) The Carnival Committee is unable to run the Town Criers' competition because the Carnival date is too close to allow the organisation of the competition.

ii) It has been decided to make a book as a tribute to Dr Penney's long service to the town. There will be sheets available at the Post Office and Dudley Building Society for tribute comments to be written, they will then be bound together with photographs and presented to Dr Penney. Sheets will be available if anybody wants to take them.

b) i) grass cutting is on the agenda

c) previous minutes – no matters arising.

65.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Poppy Horricks addressed the council in support of the application for brown tourist signs for the Boars Head Hotel. The reasons for supporting the application are:

- It is the only establishment offering food 7 days a week, 12 hours a day.
- It is the oldest licensed premises in the town dated 1642
- It is a grade II listed building dated 1592
- It is a significant coaching inn
- It is the only 4*AA premises in town
- It is the only classified inn in the town
- There are disabled facilities, a cash machine and wifi facilities
- The Boars Head employs 22 staff making it one of the largest employers in the town
- Other businesses are closing in the town
- Brown signs will help encourage visitors to come into the town which will help the economy.

66. 13/14 ALTER THE ORDER OF BUSINESS

The Mayor proposed the order of business is altered to move the Unitary Councillor's report to the end of the agenda, seconded by Councillor Wright and **RESOLVED**

67.13/14 TOWN HALL RENOVATION PROJECT

The written report from the project manager was received.

Councillor Jackson spoke about PR for the project making suggestions such as using Facebook, a feature in the newsletter with an opportunity to contact us with questions or concerns.

Councillor Gaffney reported he had received a query in relation to the Town Council year end accounts that income received for the Town Hall project had been £53,000 but expenditure had been £79,000. His assumption was that some of the expenditure had not been reclaimed until the current financial year, the clerk confirmed this was correct.

68.13/14 TOWN AND COUNTRY PLANNING ACT

a) i) 13/01586/FUL – Far Horizons, 22 Upper Broughton. Change of use from C3 residential to C1 hotels and convert barn for habitable use. Councillor Carroll proposed support of this application, although the word 'hotel' can sound worrying, in reality it is for a 3 bedroomed accommodation with a barn conversion for residential use. The lane is narrow but no narrower than the lane to Middle Woodbatch, and is a through road. The lane is steep and therefore could cause problems in icy weather, the accommodation would most likely be let during warmer weather. There are brilliant views from the property. Councillor Bowles raised a concern that the application form states there is a protected species on the development site. Councillor Wright had heard reports that trees have been cut down in order to widen the lane. Councillor Carroll stated she has very recently walked the lane and confirms no trees have been cut down. Councillor Price confirmed for rateable purposes premises are not classed as a hotel unless they have at least 4 bedrooms and can sleep 12 or more persons.

Councillor Carroll proposed no objection, Councillor Bowles asked for an amendment to ensure the protected species are appropriately dealt with, the amendment was accepted by Councillor Carroll. Seconded by Councillor Price and **RESOLVED**.

ii) 13/01921/FUL – Crowgate Cottage, Stank Lane. Erection of extension and alterations to dwelling; erection of detached single garage; alteration to vehicular access.

Councillor Wright proposed no objection, seconded by Councillor Carroll and **RESOLVED**.

b) 13/01113/LBC – 1 Bull Street, installation of three conservation rooflights. Permission granted.

c) none

69.13/14 ACCOUNTS

Councillor Farr proposed the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Bowles and **RESOLVED**.

	£	Cheque
Salaries	3359.73	104273,104274, 104275, 104276,
Andrew Wallace	20.20	104284
Nikki Rodick Expenses – Farmers Market	10.82	104265
Monument Landscaping – grounds maintenance	984.00	104267
BCBS – paint to repaint Oak Meadow play equipment	46.54	104268
Promo Printing – Farmers Market Signs	143.52	104285
Fastrack – grass cutting	194.59	104286
ESWS – Building Usage and Laminating	303.50	104287
Simon Morray – Assistance with Friday Market & storage		
Of tables and canopies	200.00	104288
Methodist Hall Hire – April – May	180.00	104269
Shropshire Council Joint Energy Scheme	529.18	104270
Bobs Flowers – Planters	210.00	104271
BCHRC – Affiliation Fee	25.00	104278
ESWS – Rental of Office & broadband	215.00	104280

Councillor Gaffney proposed the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**

Payments paid since last meeting (retrospective approval required)

Public Hall hire for the two Annual meetings 70.00 104262

Mace Bearers 60.00 104261

Councillor Bavastock proposed the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Carroll and **RESOLVED**.

Town Hall Renovation Project Expenditure

Communities Can – April Invoice	2500.00	104277
Appletree – Film and Drama Work	3109.00	104279
Martin Thomas Associates Ltd M&E	864.00	104281
Bowen Consultants – QS	2106.00	104282
Alan Duncan – Town Hall Art Work	1000.00	104283

70.13/14. YEAR END ACCOUNTS

a) It was proposed by Councillor Wright to receive the Internal Auditors report. He said the report demonstrated the diligence of the clerk and wished to thank her. Seconded by Councillor Carroll and **RESOLVED**.

b) It was proposed by Councillor Wright to approve the report of the effectiveness of the internal controls of the council. Seconded by Councillor Carroll and **RESOLVED**.

71. 13/14 PLAYING FIELDS

a) It was reported that the previous grass cut had been poor because there had been a storm whilst the grass had been cut which had clogged the blades up, a subsequent cut has now taken place which is satisfactory.

In relation to the grass cut prior to the Carnival the contractors advise that it would be too expensive to do a cut and collect because of the amount of grass that will need taking away. They suggest either pushing the next cut back a week but this will mean there will be more grass lying on top of the playing fields or paying for an additional cut at a cost of £120 plus vat.

Councillor Gaffney proposed an additional cut is carried out, Councillor Price proposed an amendment that the cost is passed onto the Carnival Committee. The Mayor suggested the cost could also partly be passed onto AMP as the additional cut would benefit the Party in the Park. Councillor Farr confirmed AMP had not complained about the grass cutting or the fact that grass is left on site.

Councillor Carroll pointed out that this year there is an extremely tight budget, the Town Council does support local organisations and the playing fields is offered free of charge. Grass cutting is a significant cost heading on the Town Council's budget and felt it is not unreasonable to leave the grass as it is without an extra cut. If the Carnival Committee wish to carry out a cut themselves and collect the grass then it should be removed off site. Councillor Carroll proposed the grass cutting remains as it is and the Carnival Committee is informed when this will take place, seconded by Councillor Wright.

Councillor Bavastock asked Councillor Gaffney if he would accept an amendment to his original proposal to ask if the Carnival Committee will contribute to the additional cut. Councillor Gaffney accepted the amendment on conditional the request wasn't a condition and that the additional cut could be carried out regardless. Councillor Harris supported this because of the importance of bringing people into the town.

On a vote for Councillor Carroll's proposition 3 voted in favour and 8 against, the proposal was lost.

The amended proposal by Councillor Gaffney to instruct an additional grass cut and that the Carnival Committee be asked if they wish to contribute towards this was then put, seconded by Councillor Bavastock and **RESOLVED**

b) Following reports that vehicular access had been gained at night the grounds contractor had tightened up the chain making it more difficult to gain access. It was agreed to monitor the situation.

Councillor Bowles reported having a discussion with the grounds maintenance contractor regarding the recent spates of vandalism taking place in the playing fields and requested an item be put onto the next agenda.

72.13/14 MARKETS UPDATE

The clerk explained there had been reports in the press regarding the markets following enquiries when the Friday market stall holders had not been present in the Auction Yard.

Councillor Jackson asked that the decision to discontinue the Friday Market be postponed until the new Councillors had an opportunity to look at the problems and assess if a solution can be reached. She had concerns that the lack of a Friday market for a few months could be damaging to the town.

The Mayor responded that the matter has already been considered fully at length, there has been a terrific amount of time spent in the new market stall holders, putting out and collecting signs and liaising with the market traders early in the morning and during the day of trading. Councillor Carroll agreed stating she is a big supporter of the Friday Market but enough time had been spent in trying to establish the market, it is a very time consuming job.

Councillor Carroll stated it is with regret that she proposed to accept the recommendation of the Staffing Committee to not appoint a Markets Coordinator at this time and that the Friday Markets be temporarily suspended until the Town Hall is renovated.

Councillor Gaffney seconded the proposal adding the arrangements had not been sufficient to make the markets worthwhile for either the market traders, customers and the Town Council. The fairest thing to do is to not carry on at this time.

Councillor Bowles commented that Nicky Simpson will still be outside the Pharmacy and Shropshire's Own will still be selling fresh local produce including Price's bread from mid morning in the Auction yard. Councillor Farr clarified that the Town Hall Trust will appoint a Markets Co-ordinator later in the year.

It was **RESOLVED** to not appoint a Market's Coordinator at this time and to temporarily suspend the Friday Market until the Town Hall reopens. The Farmers Markets will still continue to be held in the Methodist Hall every third Saturday in the month.

73. 13/14. BROWN TOURIST SIGNS

a) Councillor Bavastock proposed to accept the officer's recommendation that there is not a brown tourist sign for the Church Barn but support a request that a black and white directional sign be placed on Church Street indicating the location of the Church Barn, seconded by Councillor Price and **RESOLVED**. One vote against.

b) The Mayor and Councillors Price and Harris left the room.

Councillor Carroll took the chair and reaffirmed this item had been on the agenda before but had not been supported because it was felt most of the establishments in the town could also claim to be unique and the Town Council did not wish to support one business over another.

Councillor Wright felt that this position had not changed and proposed the application should not be supported as the Town Council should not support one business over another, seconded by Councillor Gaffney.

Councillor Jackson disagreed stating there were significant reasons that made the Boars Head special, there is a unique character to the premises but there should be an information board in the premises to tell the story of why it is unique for tourists.

Councillor Crowley wished to support Councillor Wright's proposal stating that most of the licensed premises have many attributes which are equally unique.

It was **RESOLVED** with 6 votes in favour to not support the application for brown tourist signs for the Boars Head. The Mayor, Councillors Price and Harris returned to the room.

74. 13/14 RESTORATION OF TOWN HALL FURNITURE

Councillor Carroll reported the furniture that is currently in storage has had no attention given to it other than day to day cleaning and therefore will look rather shabby when put back into the Town Hall. Councillor Carroll proposed that the furniture should be looked at by a furniture restorer to establish what work is recommended. It was thought the furniture also needs to be treated for woodworm. It was suggested it may be possible to use a budget from the Town Hall renovation project. Seconded by Councillor Bavastock and **RESOLVED**

75. 13/14 JUNCTION OF THE WINTLES, BULL LANE AND CASTLE STREET

Currently it is not clear who has the right of way at the junction of Bull Lane and The Wintles. Although there was a white line road markings drawn at the junction of Castle Street and The Wintles half the junction is signed and half not signed. Councillor Carroll suggested a white line to follow the curve of Bull Lane giving the right of way to Castle Street.

Councillor Gaffney stated how ridiculous the road markings are at the junction and felt it wasn't anything that could be corrected with paint. Councillor Wright pointed out the planning permission for The Wintles stipulated that no homes should be occupied until the services had been sorted out, the junction is clearly dangerous.

Councillor Barnes reported that strategic planning had instructed Mouchell to do a study on the junction.

The Mayor proposed a letter strongly objecting to the management of the process be sent to Chris Edwards, seconded by Councillor Wright and **RESOLVED**.

76. 13/14. BISHOP'S CASTLE BUSINESS PARK

Councillor Barnes reported movements on the Business Park had not been as quick as she would have liked. Shropshire Council's preference would be to let the Business Park in four lots and say it is not feasible to let it in smaller plots, however feedback is that individuals would prefer smaller lots. Councillor Barnes said that the Operations Director, Clive Wright, will be visiting Bishop's Castle on 9th July and that she would take the matter up with him then. She would also refer the matter to the Enterprise and Growth Scrutiny panel for review.

Councillor Price stated he had made an application and although he had made 17 telephone calls he never received a reply. Councillor Carroll reiterated that at the steering committee meetings the view was to let the Business Park in smaller lots of differing sizes however the officers would prefer to sell the whole lot to a developer.

The Mayor reported her anger at the lack of progress, the community needs support and growth, she felt like the town was being trampled over.

Councillor Gaffney referred to the survey the Community Land Trust undertook where 20% of smaller businesses in the town were wanting small units. This research is now fairly old and should be redone. He requested an amount of money to fund carrying out of the research, somewhere in the region of £800. Councillor Barnes said she would look to see if she can find the funding for this. Councillor Gaffney suggested the Town Council applying jointly with Enterprise House or Community Land Trust to take on the Business Park and let the unit space ourselves. It would be sensible to undertake the survey first to demonstrate if the demand is still there.

The Mayor proposed writing a letter to the Enterprise and Growth Scrutiny panel and Keith Barrow to show our frustration at the lack of progress. Councillor Carroll proposed the Town Council support the Community Land Trust to carry out a survey and following the survey request Councillor Barnes assist in arranging a meeting for the Town Council to lead on the letting of the Business Park, seconded by Councillor Bavastock and **RESOLVED**.

77. 13/14. CAR PARKING FOR MICHAELMAS FAIR

Councillor Gaffney proposed the Town Council give permission to the Michaelmas Fair Committee to allow traders to park on the playing fields as in previous years. The Mayor thought the playing fields should not be made available if the ground is wet as vehicles could get bogged down and damage the playing fields, she said she would second the proposal if Councillor Gaffney would accept an amendment to give permission to allow the car parking for traders on condition it is delegated to the grounds maintenance contractor to make the decision if the ground is dry enough in the days leading up to the Michaelmas Fair and it was **RESOLVED**.

78. 13/14 APPOINTMENT OF REPRESENTATIVES AND COMMITTEE MEMBERS

a) Town Hall Working Party – this would be left at three members unless a Councillor felt they would like to go on to the working party at a future date.

b) Playing Fields Working Party – Councillor Wall

c) ALC Southern Committee - Councillor Jackson

d) Friends of the Library - Anybody who may be interested was invited to speak to the Librarians for further information.

e) Tree Wardens – Councillor Wall and Sue Cooper. A letter of thanks should be sent to Dr Penney for his work as a tree warden to date.

f) PACT – Councillor Price

g) Internal Control review – Councillors Farr and Harris

79. 13/14 REPORT OF THE UNITARY COUNCILLOR

The Highways teams are currently working to a hedge to hedge system program where they tackle all problems on each section of road.

There will be a meeting on 27th June at Clun Memorial Hall regarding superfast broadband to our area.

There will be regular surgeries held in Bishop's Castle on Fridays

Delia Yapp at Shropshire Council can assist with grant funding for business help.

At the Southern Planning Committee meeting the application for the Three Tuns accommodation was granted permission. The proposal is for Shropshire Housing Alliance to house single people who would not mind living next door to a pub.

80. 13/14 REPORTS FROM MEETINGS ATTENDED

a) Public Hall - Councillor Bowles reported there had been an on going discussion regarding fire risk assessment and the need to fit a fire alarm. The Mayor asked if a committee member can be invited to the next meeting to present the Annual Accounts.

b) Southern Planning Committee – Councillor Bowles has been unable to convince the planning committee that the premises were not suitable as a permanent residence. This was partly because there are already long term lets.

81 13/14. TOWN COUNCIL FACEBOOK

Business Park

Connecting Shropshire

Friday Market

2 new Co-opted Councillors

About Music Project Party in the Park on 20th July.

82. 13/14 CORRESPONDENCE

It was proposed by Councillor Bavastock that the correspondence items be received, seconded by Councillor Wright and **RESOLVED**.

With no further business the meeting was called to a close at 9.50PM

Signed Date 16th July 2013

Bishop's Castle Town Council Meeting
16th July 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 18TH JUNE 2013 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.
Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S. Farr, J. Gaffney, S. Harris, A.M. Jackson, I. Wall, R.D. Wright.
In attendance: Mrs D Malley (Clerk)

83. 13/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Morris and Price due to work commitments. It was proposed by Councillor Harris to accept the reasons for apologies, not seconded.

Councillor Carroll proposed to accept the apologies from Councillor Morris, seconded by Councillor Wright and **RESOLVED**.

The clerk was asked to clarify the reasons for Councillor Price's apology as it is understood he is actually on holiday.

84 13/14 DECLARATION OF INTEREST

a) Interests amounting to a bias
Councillors Bavastock and Harris declared a bias interest due to personal reasons in item 22b) relating to a complaint received. Councillors Carroll and Wright declared a bias interest in item 22b) because the complaint makes reference to them.

b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 10 as they are Trustees of Bishop's Castle Town Hall Trust.
Councillor Carroll declared an interest in item 20 a) as she is a Director of ESWS
Councillors Bavastock, Carroll, Gaffney, Bowles declared personal interests in item 16 as they all have businesses in the town.

85.13/14 APPROVAL OF MINUTES

Councillor Jackson asked for an amendment on minute 66.13/14 to clarify she had meant a Frequently ask Questions section in the newsletter.
With this amendment it was proposed by Councillor Bowles, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Town Council meeting held on the 18th June 2013.

86.13/14 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 16th June 2013
a)i) Markets - To note that feedback has been received from some town centre businesses that footfall is noticeably less since the Friday Market has ceased to operate. It was noted there can be many reasons for a down turn in trade.
ii) Restoration of Town Hall Furniture – The clerk has made contact with Richard Semple who has agreed to give advice on the restoration of the Town Hall furniture
iii) Town Council Insurance – The insurance has been renewed with Zurich insurance on a three year contract.

b) Previous meetings
i) Website – a Wordpress website has been created but is still work in progress.
ii) Tea for Dr Penney – The Church Barn has been booked for Sunday 22nd September for an afternoon tea. This coincides with the twinning weekend and therefore The Mayor of St Marcel can also be invited. The Church Barn is being offered free of charge, assistance was asked in providing the refreshments.
iii) Allotment plot vacancies – There are 3 half plot vacancies for allotments. These have been advertised.

87.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

88. 13/14 UNITARY COUNCILLOR

- There will be a SAMDev open meeting arranged shortly.
- Members of the public are welcome to have a chat with Councillor Barnes about the SAMDev proposals. Councillor Barnes is willing to show those without access to a computer the online details relating to SAMDev.
- Clive Wright has now had his tour of the town including the Business Park, solutions were discussed.
- Councillor Bowles raised an issue of the safety of drivers accessing Kerry Lane from the playing fields due to the speed vehicles are driven at along Kerry Lane. Councillor Barnes confirmed an order had been put in for a white line at the entrance which will help demarcate there is an entrance there. The mirror that had been installed was not working well. Councillor Wall suggested it would help if the road could be widened at this point. Community Infrastructure Levy (CIL) money could be used for this. There could be a priority for traffic signage installed. Councillor Barnes commented that road engineering could not be carried out without the improvement of lighting in the area.
- Councillor Gaffney reported that in partnership with the CLT the business park could be acquired under a community asset scheme. An income stream could be gained as part of a solar collector system. This item will be put onto a future agenda.

89.13/14 TOWN HALL RENOVATION PROJECT

a) Sam Hine presented the written report update on the project as appended to these minutes.

Councillor Bowles asked why part of the floor to the market floor had been taken up. Sam Hine reported it was to do with the fact that the flagstones had been laid on top of floor boards.

b) The bank transfers to aid cash flow were noted.

c) The draft project board notes from the meeting held on 24th June were received.

90.13/14 SAMDEV REVISED PREFERRED OPTIONS CONSULTATIONS

It was proposed by Councillor Bavastock to put this item onto the next agenda to give members of the council opportunity to discuss the proposals with members of the public before responding. Seconded by Councillor Wright and **RESOLVED**.

91.13/14 TOWN AND COUNTRY PLANNING ACT

a) i) 13/01586/FUL – Far Horizons, 22 Upper Broughton. Amended plans. Councillor Carroll proposed no objection, seconded by Councillor Wright and **RESOLVED**.

ii) 13/01586/FUL – Proposed Agricultural Building south of Lagden Lane, Colebatch, Amended plans. It was noted the agricultural building had been moved to a more prominent position next to a road.
Councillor Carroll proposed no objection as she could see no reason to object, seconded by Councillor Bowles and **RESOLVED**.

iii) 13/02610/P3MPA – Farm Buildings and Land North West of The Pines, Colebatch. Change of use from agricultural building to Hotel. It was proposed by Councillor Carroll to make no objection, seconded by Councillor Wright and **RESOLVED**.

b) 13/00857/FUL – Ringmore, Church Street. Installation of glazed shelter to side elevation. Granted.
13/00457/FUL – 13 High Street. Erection of a single storey side extension, installation of two bonnet dormers together with 3 roof lights, replacement of windows and new chimney stack. Granted

c) none

92.13/14 ACCOUNTS

The clerk reported two invoices had been received today for Playsafety Limited for £266.40 for the annual ROSPA inspection of the play equipment and Bobs Flowers for the provision of roses for £60 the order of had previously been agreed. Councillor Wright proposed these two invoices be included in the accounts to be approved, seconded by Councillor Bavastock and **RESOLVED**.

Councillor Bavastock proposed the accounts be approved and signatories authorised to sign the cheques with the exception of Fastrack until works have been carried out to a satisfactory standard. Seconded by Councillor Bowles and **RESOLVED**.

	£	Cheque
Staff Costs	2,161.18	104311.2,3
Fastrack Grass Cutting	194.59	not approved
ESWS Office rental, broadband & centre usage		226.20 104293
Shropshire Council NDR for office in ESWS	65.60	104294
Monument Landscape Service – grounds maintenance	721.00	104295
Nikki Rodick Farmer's Market Mileage		10.86 104296
Diane Malley – mileage 2 x journeys to auditor at Condover	37.08	104272
Licencing Town Centre	70.00	104297
V&W Electrics	111.02	104298
FP Teleset – Franking top up	100.00	104299
Zurich – Insurance	2,331.52	104300
Bucknall Nurseries – plants for playing fields	48.00	104301
Viking – stationery	38.72	104302
BCBS – preparation for painting play equipment	29.11	104303
ProLudic – replacement for broken play equipment seats	129.42	104304
Urgent payments made between meetings		
Paul Lucas – Markets assistance	40.00	104289
Playdale Playground Ltd – replacement of witches hat & chains	1672.80	104290
SDH Accountancy – Internal Auditor fees	225.00	104291
PHS – servicing re Auction Yard toilets & cancellation of TH	391.82	104314
Bob's Flowers	60.00	104317
Playsafety Ltd	226.40	104318

Direct Debits

Councillor Farr proposed the Direct Debit payments be approved, seconded by Councillor Gaffney and **RESOLVED**

British Gas – Auction Yard Toilets electricity	35.36
SWALEC – Town Hall electricity March – June	51.71

Town Hall Renovation Project Expenditure

Councillor Harris proposed the Town Hall Renovation Project accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**

Communities Can – Project Manager	2,500.00	104305
Communities Can (BCHRC room hire costs & research packs)	105.70	104305
Harper & Sons – Building Contract	10,926.76	104306
Martin Thomas Assoc – M&E consultants	720.00	104307
Appletree – film & drama	3,109.00	104308
Diane Malley – Digital Photoframe	113.98	104309
Licencing Town Hall (queried re possible suspension)	180.00	104316
WPS Building works insurance	833.34	104310

93.13/14. FINANCIAL MONITORING REPORT

a) Councillor Bowes queried the Elections costs, the clerk advised these costs related to the by-election that took place last year, the council was not invoiced until this financial year. It is expected that an invoice for the May elections will not be received until the next financial year.
It was clarified there had been no expenditure under the Town Crier's budget heading and that he would no longer be attending the World Town Criers' completion because he has resigned.
It was proposed by Councillor Bowles to receive the first quarter monitoring report and bank reconciliation statement. Seconded by Councillor Carroll and **RESOLVED**.

b) It was proposed by Councillor Gaffney to approve a virement from the Town Crier's budget heading to contingency. Seconded by Councillor Farr and **RESOLVED**.

94. 13/14 PARISH PLAN

The Mayor and Clerk had attended a meeting with Chris Edwards, Charlotte Barnes, Mathew Mead and Clive Wright. Discussions took place regarding updating the parish plan and also the trial in Church Stretton of delivering local services. If the Town Council were to carry out a review of the parish plan then it may be beneficial to reduce the number of subject headings and have working groups for each subject heading made up from members of the community. Shropshire Council will provide officer support.

Councillor Jackson had offered to assist in carrying out an audit of the town centre to look at issues independently and identify strengths and gaps. The Community Land Trust's business audit can also link into the process. This would be a good basis of where to start. It was pointed out there is £1,000 available to develop parish plans. It was noted any review should be used a tool to aid the town rather than a mechanism to gain funding.

Councillor Carroll agreed the parish plan was in need of being updated, in addition to the previous parish plans there is now CIL money that can be used to deliver action points, a review should give more control over item matters identified in the parish plan. It was agreed interested Councillors will have a meeting to start the process.

95.13/14 AWARDS FOR ALL FUNDING FOR SOLAR PANELS

Councillor Gaffney proposed the Town Council apply for an interest free loan over five years to pay back the Awards for All grant of £10,000 in order to retain the FIT for the Auction Yard Toilets. Seconded by Councillor Carroll and **RESOLVED**.

96. 13/14. UPDATE ON THE MAYOR'S FUNDRAISING

The Mayor reported that all the months had now been sponsored for the fund raising calendar, sponsors were now agreeing their photographs.

There is the possibility of a Mayors' Ball being arranged for March/April 2014.

All proceeds of fundraising will go to the Mayor's Charities, Bishop's Castle Primary School and About Music Project.

97.13/14 PLAYING FIELDS

a) The report of the playing fields working party was received. Councillor Farr reported the work of the Friends of the Playing Fields had made the playing fields what they are today, however the Town Council had not sufficiently financially supported the amenity since.

The below standard of the grass cutting was discussed, it was felt there was not enough care taken in carrying out the grass cutting, it always looked like a rushed job, there is supposed to be a 2ft area trimmed from the path which is not happening and grass that is cut or trimmed should be blown off the path and to play equipment. Councillor Carroll had obtained an example of a grounds work schedule which is more detailed than the current Town Council schedule, it also allowed that grass cuts only take place when required and not on an automatic basis. Councillor Carroll proposed the grass cutting contractor is not paid until the grass cutting has been tidied up and properly trimmed.

The other works highlighted on the report were mainly one off jobs. Repairs to play equipment can come out of the earmarked reserve for maintenance to Oak Meadow/Brick Meadow and play equipment. It was proposed by Councillor Bavastock, seconded by Councillor Carroll and resolved to delegate authorisation of repairs of the play equipment to the clerk on health and safety grounds. **RESOLVED**.

Two ladies from Grange Road had volunteered to help with maintenance in the playing fields.

The remaining items on the report are to be costed and brought back to a future agenda. It was suggested the tree wardens assess the trees and draw up a list of trees that need attention. This will then need to be put out to tree surgeons for quotes.

b) Request for a litter bin next to benches. Councillor Carroll proposed a litter bin is not placed next to the bench as they attract flies and wasps. The problem is in educating people not to drop litter on the floor rather than the proximity of the litter bins. Councillor Bowles requested an amendment to include putting stickers on the bins thanking you for disposing of your litter, alternatively taking it home to recycle. Seconded by Councillor Wall and **RESOLVED**.

Councillor Wall reported he had attended a community litter pick the previous day, this morning he walked through the playing fields to find bottles strewn all over the place. He added a suggestion to install litter bins near to the playing field entrances. The clerk was asked to cost this and bring back to a future agenda.

98. 13/14 BROWN TOURIST SIGNS

Councillor Jackson proposed to revisit this item once the town centre audit has been carried out. Her thoughts are that the current brown signs do not say what is special about the town. Seconded by Councillor Bowles and **RESOLVED**.

Councillor Bavastock added there isn't a brown sign from Lydbury North but questioned if it is necessary because when you reach the Brampton Road crossroads the town is in front of you anyway. It was noted there may be some funds available from the Town Hall Renovation Project which includes assisting in the economic growth of the town. This would not be confirmed until further into the project.

99. 13/14. WEST AND SHIRES PERMIT SCHEME FOR HIGHWAYS WORKS

Councillor Carroll proposed support of the proposals as it gives Shropshire Council more control over utility works in the Highways. Seconded by Councillor Wright and **RESOLVED**.

100. 13/14. LOCAL GOVERNMENT PENSION SCHEME

It was proposed by Councillor Bavastock to make no response, seconded by Councillor Carroll and **RESOLVED**.

101. 13/14 INSPECTION OF ALLOTMENT SITE AND BIKE TRACK

It was proposed by Councillor Carroll to carry out an annual inspection of the allotment site and bike track. A date in early September around 6.30 pm was suggested. Seconded by Councillor Farr and **RESOLVED**.

It was also suggested that allotment holders welcome Councillors to make unannounced adhoc visits.

102. 13/14 REPORTS FROM MEETINGS ATTENDED

a) ESWS – The outlook is very positive. There is currently only 1 workshop left to let. ESWS is currently looking after the SpArC theatre. Other projects include a return to work programme.

b) SpArC Advisory – The leisure centre is well supported. Information was requested on what geographical areas users of the centre come from in their leisure time. This is so any funding from councils is apportioned fairly. Usage information on each department was also requested. Representatives from Teme Leisure were not present.

c) Meeting with Clive Wright – The new Operations Manager at Shropshire Council was found to be practical and down to earth. Discussions included jobs, housing and the Business Park. The feeling was that he was keen to move on with matters concerning the town. The Church Stretton pilot of working together to get services provided from the ground was discussed, it was clear there is the intention to roll this pilot out to other town and larger parish councils.

d) Street Scene – although the standard of street cleaning in Bishop's Castle is considered generally good there are some complaints, notably in Market Square and on the High Street by the passing place inlets. Both complaints relate to not properly sweeping debris, cigarette ends and litter from the kerbs. It was reported that the standard of street cleaning is measured by the street scene taken as a whole, rather than looking at isolated areas. The street cleaner is being monitored.

Dog waste continues to be problematic, especially in the playing fields. Street scene will come and spend some time in the playing fields to give out advice to dog owners.

e) Public Hall – Unfortunately Councillor Bowles has missed the last meeting but has contacted committee members for an update. The committee is awaiting quotes for the emergency lighting. The committee has been informed that the Town Council would like to be presented the audited accounts at a future meeting.

f) LJC – There had been a presentation from the emergency services. Both the police and fire services are dealing with cuts. The fire service will lose some substations. Clun may be at risk. The ambulance has had no budget increase, their biggest concern is the turnaround time once at hospital. First responders are currently recruiting volunteers.
Funding applications for SpArC and the Kings Head footpath were turned down. Funding was agreed for the Duke of Edinburgh Award and the Grange Road Residents Group.

g) SpArC Theatre – there are moves to display posters further afield to increase the range from where people attend the theatre from.

103 13/14. TOWN COUNCIL FACEBOOK

SAMDev
New councillors
Repair of bandstand
Traffic lights on A488 not working
Frequently Asked Questions for Town Hall Project.

104. 13/14 COMPLAINTS POLICY

a) With the amendment to change Standards Committee to Monitoring Officer it was proposed by Councillor Wright to adopt the complaints policy, seconded by Councillor Carroll and **RESOLVED**.

b) Councillor Bavastock proposed Councillor Farr take the chair for the next item, seconded by Councillor Gaffney and **RESOLVED**.

c) Councillors Bavastock, Carroll, Harris and Wright left the room. Councillor Farr in the chair.
Councillor Gaffney proposed the complaint be rejected on the basis that the decision relating to the application for brown signs for the Boars Head was fairly made, seconded by Councillor Crowley and **RESOLVED**.

The following had been taken into account in reaching the decision

- The question of bias is a grey area, it should be judged on what a subjective independent, reasonable person would think if they knew the circumstances, i.e. would a reasonable person consider that a brown tourist sign for a pub/hotel would affect a book shop/coffee shop or a B&B any more than any other town centre business that is also not a direct competitor of a pub/hotel.
- Other councillors' businesses benefit from visitors and tourists in the town, where should the line be drawn?

- During the discussion for the brown signs there had been arguments for and against support and therefore the subject was debated. Councillors made up their own minds based on the facts presented. Councillors are meant to approach decisions objectively, setting aside preconceptions and personal interests and therefore have confidence in each other. That that is how Councillors approach all decisions, including this one.
- The decision to not support the application for brown signs for the Boars Head was based on the wish that there should be no brown signs for individual businesses based in the town centre.
- Even if Councillors Carroll and Wright had left the room during the brown sign debate, the outcome would still have been the same.

Councillors Bavastock, Carroll, Harris and Wright returned to the room. The Mayor apologised for the meeting running overtime but acknowledged it was important to deal with the complaint thoroughly.

105. 13/14 CORRESPONDENCE

The correspondence was noted

With no further business the meeting was called to a close at 10.20 pm

Signed Date 13th August 2013

Bishop's Castle Town Council Special Meeting

31st July 2012

MINUTES OF THE SPECIAL MEETING OF BISHOP’S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 31ST JULY 2012 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: E.A.C. Bowles, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, Dr St J Penney and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

113.12/13 APOLOGIES FOR ABSENCE.
Apologies were received from Councillors Bavastock, Magill and Morris

114.12/13.DECLARATION OF INTEREST
a) A discussion took place regarding the status of interest that should be declared by the Directors of Bishop’s Castle Town Hall Trust in item 4. The clerk reported she had sought advice from the solicitor’s office at Shropshire Council. There is currently no contract in place between the Town Council and Bishop’s Castle Town Hall Trust and therefore there is not a disclosable pecuniary interest in the matter, however the solicitor advised the Directors of the Trust may wish to leave the room because it could be seen that they have a bias. It would not be a breach of the code if Directors did not leave the room. The clerk also advised the meeting on the new procedures for granting a dispensation, it was agreed this matter should be on the next agenda.

Councillor Wright proposed that the Directors interest should be accepted as personal as they will have no beneficial gain from the Trust, seconded by Councillor Carroll and resolved.

Councillors Bowles and Farr declared a personal interest in item 4 because they are Directors of the Trust.

Councillor Hird and Pinches declared a personal interest in item 4 because he has worked on the project team where these matters were discussed.

Councillors Carroll, Furber, Holon, Dr Penney and Wright declared personal interests because of the Town Council’s ownership of the Town Hall.

115.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 17TH JULY 2012
With the following amendments:
Minute 106.12/13 – it was proposed by Councillor Wright and not Councillor Dr Penney that the clerk should write to Shropshire Council regarding the safety of the Chinese Takeaway Building.

With the amendment it was proposed by Councillor Wright and seconded by Councillor Dr Penney to approve the minutes of the Town Council meeting held on the 17th July 2012.

116.12/13 AUTHORISE A BANK TRANSFER TO THE TOWN HALL TRUST BANK ACCOUNT
Councillor Dr Penney reported he is involved in a number of Trusts with charitable status and many of them did not meet an income of £5,000 and therefore questioned why the Council is being told the Trust must demonstrate an income of at least £5,000. The clerk reported that the solicitors had had a number of conversations with the Charity Commission who state they no longer register bodies as a charity unless there is a demonstration of an income of at least £5,000 per year. The clerk had also searched on the Charity Commission website and confirms this information is on the website.

Councillor Wright proposed the Town Council authorise the transfer of £5,000 from the Town Hall Renovation Fund to the Bishop’s Castle Town Hall Trust Account.

Councillor Hird said he was opposed to this idea, the Town Hall Renovation Fund was to support the HLF application and it is not yet known if the Town Council is successful in this application. Councillor Hird suggested we look to other partner organisations to put in the money.

Councillor Bowles reported that unless the match funding is in place then HLF will not give permission to start the project and this will cause unnecessary delay. The transfer of the money will bring benefit to the project as it allows for other grants to be applied for. Councillor Bowles suggested a transfer of the money with a condition it is returned if the HLF bid is unsuccessful. Councillor Bowles added there is a list of 30 Trusts who only donate to registered charities that the Trust is waiting to be able to make application to. The partner organisations have given a lot of support already to the project.

Councillor Carroll stated the Town Hall Renovation Fund was put together by the Target 250 group, it was opened in the name of the Town Council because at that stage there was no other established organisation to open the account, she added it is not the Town Council’s money. Councillor Carroll seconded Councillor Wright’s proposal.

Councillor Holton questioned the administration of the fund, stating the HLF bid is in the Town Council’s name, will the money have to be transferred back to the Town Council to administer?

Councillor Dr Penney proposed an amendment that £5,000 is transferred to the Bishop’s Castle Town Hall Trust account from the Town Hall Renovation Fund on condition that a signed written agreement is made by the Directors of the BC Town Hall Trust that if the HLF bid fails then the £5,000 will be transferred back to the Town Hall Renovation Fund immediately. The amended proposal was accepted by Councillors Wright and Carroll and it was resolved with 7 votes in favour and 1 against.

With no other items of business the meeting closed at 10.00 pm

Signed Date

Bishop's Castle Town Council Meeting
13th August 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 13th AUGUST 2013 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.
Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S. Farr, J. Gaffney, S. Harris, A.M. Jackson, I. Wall, R.D. Wright.
In attendance: Mrs D Malley (Clerk)

106. 13/14 APOLOGIES FOR ABSENCE
Apologies were received from Councillors Morris and Price due to work commitments. It was proposed by Councillor Jackson to accept the reasons for apologies, seconded by Councillor Bowles and resolved.

107. 13/14 DECLARATION OF INTEREST
a) Declarations of disclosable pecuniary interests
Councillors Bavastock and Harris declared a pecuniary interest in item 10 Accounts as they both have mileage expenses. Councillor Carroll declared a pecuniary interest in item 16 Chiming of the clock as she has a Bed and Breakfast business.

b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 7 Town Hall Renovation Project, 10 Accounts and 14 Restoration of Town Hall furniture as they are Trustees of Bishop's Castle Town Hall Trust.

108.13/14 APPROVAL OF MINUTES
With the amendments of correcting the spelling of Councillor Bowles' name and under minute 88.13/14 clarifying that Councillor Wall meant widening of the access to the playing fields and not Kerry Green it was proposed by Councillor Wright, seconded by Councillor Bowles and **RESOLVED** to approve the minutes of the Town Council meeting held on the 16th July 2013.

109.13/14 MATTERS ARISING FROM THE MINUTES
a) From the Town Council meeting dated 16th July 2013.
a)i) Apologies – The clerk confirmed the reason for Councillor Price's apologies for the meeting of 16th July was due to work commitments. It was proposed by Councillor Farr to accept the reason of apologies, seconded by Councillor Bowles and resolved with 6 votes in favour and 4 abstentions.
ii) Solar panels and A4A grant – The loan agreement has now been signed.

b) Previous meetings
i) Tea for Dr Penney – The Church Barn has been booked for Sunday 22nd September for an afternoon tea.

110.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK
There were no members of the public wishing to speak.

111. 13/14 UNITARY COUNCILLOR
Only 4 members of the public attended the SAMDev open day, this is possibly because of the lack of objections to the site. It is important for supporters of the site to respond to the consultation.

- Shropshire Link – the full details are not yet known regarding a replacement for this service. It is hoped dial a ride may be able to assist.
- Redundancies – Shropshire Council need to save £80m over 3 years. Most of these savings will be made by making 50% posts redundant. It is hoped most of these redundancies will be voluntary. It is thought the level of services can be retained by more cost effective way of working and using new technologies.
- IP&E is still happening, it has 10 members of staff. Shirehall has not yet been sold.
- Business Park – there are 2 businesses currently interested in plots on the business park.
- Councillor Barnes will be moving house and therefore email will be the best form of contact.

112.13/14 TOWN HALL RENOVATION PROJECT
a) Sam Hine gave a verbal report update on the Town Hall Renovation project:

- The best option put forward to deal with the solid concrete found in the market hall is to take the whole floor away and start again, this has now been actioned and the floor removed. There are financial implications for this however the project is still firmly within budget.
- The internal walls have been taken down between the ladies and gents toilets and therefore an idea of space can be seen.
- A bone has been found in the foyer area entrance.
- Cobblestones have been found under the stairs begging the question of whether the adjoining wall is the original external wall or if it was always a party wall.
- BCHRC are checking records and minutes show that major works were taking place around the turn of the century.
- Sam and Philip have interviewed Dr Penney who cannot recollect any works where the floor was concreted.
- Alcoves have been discovered on the way up the stairs on the north wall.
- The second claim to HLF has been made and received, another one will be made later this week.
- The Trust is meeting regularly, it is hoped the recruitment of Town Hall staff will start in September.
- The Town Hall Website is being developed
- There has been a film crew on site as part of the activity plan
- The Town Hall will be open on 13th September as part of the National Heritage open day
- A swift group is looking at nesting opportunities for swifts
- Councillor Harris asked for more copies of FAQ and if he can have a weekly update to display
- Councillor Bowles thought it would be useful to release information such as the flagstones being laid on top of rotting floor boards to reaffirm the need for the Town Hall project to take place.

b) It was proposed by Councillor Carroll to receive the draft project board notes, seconded by Councillor Wright and resolved.

113.13/14 SAMDEV REVISED PREFERRED OPTIONS CONSULTATIONS
a) Councillor Wright proposed the Town Council strongly support the statement that site BISH013 should be allocated for a maximum of 40 houses. Any development at this location will cause little visual impact on the town. The desire lines from the town are to the north and east, therefore there will be no congestion caused by residents driving out of the town. There is excellent access to the site. The site is close enough to the town centre for residents to walk into the town. Seconded by Councillor Bavastock and resolved.
The Town Council ask the following to be taken into consideration:

- Any highway improvements required for Kennels Bank.
- To consider parking improvements along Schoolhouse Lane which is often used by visitors to the Doctor's surgery and farm vehicles using the Auction Yard.

b) Councillor Wright proposed the Town Council strongly support the statement that site BISH021 should not be allocated for 40 houses and 20 independent living units. The proposal will cause major traffic problems because of the difficulties accessing the site. The site is further from the town centre and therefore residents will be more likely to drive into the town centre exacerbating the traffic congestion already being experienced in the town centre. The majority of recent development is to the west and south of the town, as the main desire lines are to the east and north it would be a nonsense for further development to be to the south or west.

114.13/14 TOWN AND COUNTRY PLANNING ACT
a) i) 13/02959/TCA – High Trees, Bull Lane. Councillor Wall confirmed the tree wardens had no objection to this proposal. Councillor Harris proposed no objection, seconded by Councillor Carroll and **RESOLVED** with 1 abstention.
ii) 13/03153/TCA – The Garden House. Councillor Wall confirmed the tree wardens had no objection to this proposal. Councillor Gaffney proposed no objection as he could see no reason to object, seconded by Councillor Carroll and **RESOLVED**.
b) 13/01367/FUL – Proposed agricultural building south of Lagden Lane, Colebatch.
PERMISSION GRANTED
c) none

115.13/14 ACCOUNTS
Invoices received after sending the agenda out included Severn Trent, water for Town Hall and public toilets £89.06 and £212.19. GM Cooke electrical services in the playing field for £264.00
Councillor Farr proposed the accounts be approved and signatories authorised to sign the cheques with the exception of Fastrack who have not carried any work out at all since the last meeting. Seconded by Councillor Bowles and **RESOLVED**.

	£	Cheque
Staff Costs	2,161.18	104334/5/42
Andrew Wallace - Litter Picking	30.00	104319
ESWS Office rental, broadband & centre usage	215.00	104320
Shropshire Council NDR for office in ESWS	64.00	104336
Monument Landscape Service – grounds maintenance	348.00	104321
Simon Morray – Farmers Market help	30.00	104322
Bucknell Nurseries – plants, compost & grit for playing fields	130.50	104323
FP Ltd – franking machine lease	203.42	104324
SLCC – clerk to sit section 7 General Power of Competence	20.00	104325
V & W Electrics – July 2013 Maintenance	135.46	104326
Wickstead Playscapes – Play Equipment Parts	54.60	104327
Nikki Rodick –Market Mileage, Mileage to Tip, Cable Ties.	31.85	104328
Severn Trent, Water	212.19 &	89.06 104338,40
G M Cooke - electrical work in playing field	264.00	104339

Direct Debits
Councillor Farr proposed the Direct Debit payments be approved, seconded by Councillor Wright and **RESOLVED**
Direct Debits
BT – telephone per quarter 282.76

Town Hall Renovation Project Expenditure
Invoices had been received after the agendas had been issued for Bowen Consultants for £3,223.80 and Voiceboxx for £890.40. Councillor Wright proposed the Town Hall Renovation Project accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Crowley and **RESOLVED**.

Communities Can – Project Manager	2,500.00	104329
Harper & Sons – Building Contract	22,267.18	104330
Martin Thomas Associates – M&E Consultants	864.00	104331
Bowen Consultants – QS & CDM	3,223.80	104337
Voiceboxx – website design	890.40	104341

Councillor Expenses
Councillors Bavastock and Harris left the room.
Councillor Carroll took the chair.
Councillor Wright proposed the Councillor expenses be approved and signatories authorised to sign the cheques. Seconded by Councillor Crowley and resolved.
Councillor Bavastock – Mileage to Planning Training Session 36.66 104331
Councillor Harris – Mileage to Planning and New Councillor Training Sessions 52.29 104333

Councillors Bavastock and Harris returned to the room.

116. 13/14 PARISH PLAN
A report following the initial meeting had been circulated. The Mayor and clerk will be attending a meeting with Chris Edwards, Councillor Barnes and Mathew Mead on 14th August. A further meeting of the steering group will take place where a SWOT analysis will be conducted. The answers and questions of the 2009 review will be considered.

117.13/14 PLAYING FIELDS
a) The new play equipment has been installed. The new swings have been fitted with toddler cradle seats in error, the installers will be changing this.
b)The ROSPA report was received. The high risk reports have already been actioned. Some of the medium risks include trip hazards. It was noted a contract to improve the surface had been let in February but had still not been carried out. It was agreed that if the contractor is unable to carry out the works in September that the contract be cancelled and re-let to another contractor.
c) Councillor Carroll proposed 3 Trent bins are purchased, one for each entrance and one to replace the broken bin. Seconded by Councillor Gaffney and **RESOLVED** with one vote against.
d) Councillor Bavastock proposed the two street light columns be ordered and it be delegated to the clerk to confirm if the lanterns are also required. Seconded by Councillor Crowley and **RESOLVED**.
e) It was proposed to delegate to the clerk to instruct a grass cutting contractor urgently to undertake the grass cutting in the playing fields, the larger Oak Meadow field and Brick Meadow. Seconded by Councillor Gaffney and **RESOLVED**.
f) Councillor Wall gave a verbal report regarding the findings of the tree survey in the playing fields. The recommendation is to ask a qualified arborist to carry out a survey of the trees in the playing fields including the trees over hanging the verge in Kerry Lane and drive access onto the playing fields and to provide recommendations of work required. The Mayor thanked the tree wardens for the report and proposed quotations are obtained as per the recommendation, seconded by Councillor Carroll and **RESOLVED**.

118. 13/14. KINGS HEAD PUBLIC FOOTPATH
It was noted the footpath has been a problem for a number of years. The Town Council had previously agreed a donation of £200 only payable once the footpath has been resurfaced satisfactorily. Bishop's Castle Tourism CIC has agreed a contribution of £200 towards the project and Shropshire Council will supply a bollard and hardcore. Members of the public mistakenly think the right of way is council owned which reflects badly on Town Council.

Councillor Carroll proposed the Town Council increase the donation offer to a maximum of £500 to enable a contribution package worth £1,000 to be offered to Lee White towards resurfacing the footpath yard.

Councillor Bavastock stated she could not support this as the footpath is on private property, the incorrect aggregate had been used in the first instance and this should have been taken up with those who recommended the aggregate at the time. There was concern a precedent would be set.

Councillor Bowles noted there had been an element of vandalism involved when the surface was originally laid by 'boy racers' doing wheels spins before the surface had time to bed in. The footpath is the entrance into the town from the main park and therefore it is important that it is not unsightly. Visitors should be encouraged to return to the town.

Councillor Carroll pointed out that all public footpaths were on private land but the Town Council has still contributed towards resurfacing and upkeep previously.

Councillor Gaffney seconded the proposal and it was **RESOLVED** with 7 votes in favour and 2 votes against.

119.13/14 RESTORATION OF TOWN HALL FURNITURE
It was agreed this item should be put to the project board to consider which items of furniture should be prioritized. The clerk was also asked to source another quote.

120. 13/14 TO RECEIVE AN UPDATE ON THE PLANNING TRAINING
The planning training notes were circulated.

121. 13/14. CHIMING OF THE TOWN HALL CLOCK
Councillor Carroll left the room.
It was noted that a request had been received to consider the chiming of the Town Clock during the night following a complaint being received to the owner of the Castle Hotel that his guests were kept awake by the clock.

Councillor Jackson reported she could find no evidence of customer concerns regarding the chimes on trip advisor. She could find one mention which was not really a complaint and one entry saying it was so quiet 'you can hear a pin drop'. There should be no reason for the Town Council to pay for changes, if the decision is to make changes then these should be passed onto the Castle Hotel.

There have been many entries made on Facebook on the subject most of which were in favour of leaving the clock alone.

There was discussion that if the clock was turned off during the night then the chimes would be more noticeable when they are turned back on, this would probably wake more people up.

Councillor Farr proposed the clock chimes are not altered.

Councillor Bowles reported that other Bed and Breakfast providers have received comments about the clock chimes keeping visitors awake at night, she pointed out that the local economy is dependent upon tourism in the town and proposed the matter is brought back to a future agenda once costs have been received to install the electrically timed mechanism that will be required to silence the quarter hour chimes during the night. Seconded by Councillor Gaffney and **RESOLVED** with 6 in favour, 2 against and 1 abstention.

122. 13/14. REPOINTING THE WALLS AT OLD MARKET SQUARE
It was proposed by Councillor Carroll to obtain quotations to repoint the walls at old Market Square with lime, seconded by Councillor Wright and **RESOLVED**.

123. 13/14 PERMISSION TO COPY THE 1849 WATERCOLOUR OF THE TOWN HALL FOR REPRODUCTION
It was proposed by Councillor Bavastock to make no objection to the copying of the 1849 water colour of the Town Hall, seconded by Councillor Jackson and **RESOLVED**, 1 abstention.

124. 13/14 REPORTS FROM MEETINGS ATTENDED
a) Grange Road Community Room – Written report had been circulated.

b) Public Hall – There is a requirement to install a fire alarm and emergency lighting. This will deplete the Public Hall's reserves significantly.

125 13/14. TOWN COUNCIL FACEBOOK
It was agreed the administration of Facebook will return to the office. It was noted the Facebook page should not be used as a tool for Councillors to have a public debate, the Town Council meeting was the place for that. The press policy also applies to public statements made on Facebook.

126. 13/14 CORRESPONDENCE
The correspondence was noted

With no further business the meeting was called to a close at 9.57 pm

Signed Date 13th August 2013

Bishop's Castle Town Council Meeting
10th September 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 10th SEPTEMBER 2013 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.
Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S. Farr, J. Gaffney, S. Harris, A.M. Jackson, W.J. Morris, R.D. Wright.
In attendance: Mrs D Malley (Clerk)

127. 13/14 **APOLOGIES FOR ABSENCE**
Apologies were received from Councillor Price as his partner is ill; and Councillor Wall who had work commitments. Councillor Wright proposed to accept Councillor Wall's reason for apologies, seconded by Councillor Crowley and resolved.

128. 13/14 **DECLARATION OF INTEREST**
a) Declarations of disclosable pecuniary interests
Councillor Carroll declared a pecuniary interest in matters arising if the matter is discussed regarding the chiming of the clock as she has a Bed and Breakfast business.

b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 7 Town Hall Renovation Project, 10 Accounts and 23 appointment of Vinyl Printers as they are Trustees of Bishop's Castle Town Hall Trust.

129.13/14 **APPROVAL OF MINUTES**
Councillor Wright requested that any names recorded in the minutes or any reports should be recorded in full for example minute 118 should refer to Lee White. It was proposed by Councillor Gaffney, seconded by Councillor Carroll and **RESOLVED** to approve the minutes of the Town Council meeting held on the 13th August 2013.

130.13/14 **MATTERS ARISING FROM THE MINUTES**
a) From the Town Council meeting dated 13th August 2013.
a)i) Playing Fields – The grass cutting contract has been let for the remainder of the year, the grass has been cut in the playing fields once already, there will be another cut carried out this week to include Oak Meadow and Brick Meadow. With regards to the street light only one lantern needed to be replaced. The clerk is to follow up the return of the tree trunks to the playing fields. There is a piece of play equipment that is squeaking loudly, new bearings have been purchased which are waiting to be installed.
ii) Chiming of the clock – the original request for this matter to be considered has been withdrawn. It was proposed by Councillor Bavastock to leave the item on the table, seconded by Councillor Wright and **RESOLVED**.

b) Previous meetings
i) Tea for Dr Penney – Dr Penney has requested the tea be postponed until next year.
ii) Training – A reminder to given to Councillors regarding the training at Bishop's Castle on Tuesday 17th September 2013. Councillors Farr, Bowles and Crowley wished to attend. Councillor Jackson would consult her diary but may need to attend an alternative date.

131.13/14 **MEMBERS OF THE PUBLIC WISHING TO SPEAK**
a) Miss Shirley Gould addressed the council by reciting a poem written about the clock chimes.
b) Mr Stephens representing Mr Bevan addressed the council regarding land off Lavender Bank. This had been put forward to Shropshire Council for inclusion in the SAMDev but Shropshire Council had not put the land out for consultation. Mr Stephens proposed that all the housing allocation should not be in one area but spread out over two sites. He stated 20 houses on the land off Lavender Bank and 20 on the land off Schoolhouse Lane would be a more balanced allocation subject to a traffic impact assessment on Kerry Lane.

132. 13/14 **UNITARY COUNCILLOR**.

- The Enterprise and Growth Scrutiny Panel felt it was not an appropriate arena to consider the lack of movement on the Business Park.
- Councillor Barnes will chase Joy Tetsill up for an update on SAMDev
- Mouchel will be asked again for their input regarding traffic safety on Kerry Lane

133.13/14 **TOWN HALL RENOVATION PROJECT**
a) A written report had been previously circulated, the project manager summarized the following points

- There had been a justified request for an extension of time for the building works contract to mid February
- The pointing can now be seen. Because lime mortar is being used the pointing is white, this is how the original lime mortar would have looked and it will weather in time. The pointing is emphasising some of the damage caused to the bricks by the previous use of concrete.
- The open day has been fully booked for 60 people, a film crew will also be present.
- Fortnightly updates will continue.
- The project board agreed the use of Swift boxes.
- To facilitate the highways works there will need to be a four week road closure, this will take place after Christmas to lessen the impact to traders. It was questioned where the road closure would start and finish.

b) The project board meeting notes for 2nd September were received.
c) The contractor's request for an extension of time was noted.

134.13/14 **TOWN AND COUNTRY PLANNING ACT**
a) i) 13/03283/TCA – Haining Croft. Councillor Wright proposed no objection, seconded by Councillor Morris and **RESOLVED**.
ii) 13/03284/FUL – Ransford Saw Mills, Station Street. Councillor Bowles reported there have been two comments received on the Shropshire Council Website but there had not yet been a fire report on the application and asked if the Town Council should wait for the fire officer's report in the first instance. The clerk advised Shropshire Council would consider the fire officer's response and that the Town Council should consider the application relating to impact etc on the town. Councillor Carroll proposed no objection, seconded by Councillor Harris and **RESOLVED** with 1 abstention.

b) 13/02959/TCA – High Trees, Bull Lane. To fell a mature beech within Bishop's Castle Conservation area.
NO OBJECTION
ii) 13/03153/TCA – The Garden House, 1 Bishop's Castle, SY9 5AJ. To fell no. 1 Birch Tree within the conservation area.
NO OBJECTION
iii) 13/01921/FUL – Crowgate Cottage, Stank Lane, SY9 5EU. Erection of extension to dwelling, erection of detached domestic garage and formation of vehicular access. **PERMISSION GRANTED**
c) none

135.13/14 **ACCOUNTS**
a) Councillor Wright proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Gaffney and **RESOLVED**.

	£	Cheque	
Staff Costs	2,885.99	104356,7,8,9,61	Andrew
Wallace	18.00	104343	
ESWS Office rental, broadband & centre usage		215.00	104344
Shropshire Council NDR for office in ESWS	64.00	104345	
Simon Morray – Farmers Market help	30.00	104346	
Diane Malley – Expenses – stamps		9.60	104347
Nikki Rodick – Expenses – Postage		4.50	104348
Bishops Castle Methodist Hall – rental June to August	157.50	104349	
Safe & Sound – Play Equipment	15,756.00	104350	
SALC – Training x 4	80.00	104351	
Shropshire Council – Joint Energy Costs	402.01	104352	
Interpublic – Toilet Supplies	283.32	104353	
Playdale – Repairs to play equipment	854.90	104354	
Viking – Franking Machine Ink	86.84	104355	

Town Hall Renovation Project Expenditure

An invoice had been received after the agenda was issued from Alan Duncan for £500. Councillor Carroll proposed the Town Hall Renovation Project accounts be approved including the invoice from Alan Duncan and signatories authorised to sign the cheques. Seconded by Councillor Jackson and **RESOLVED**.

Communities Can – Project Manager	1,781.00	104360
Harper & Sons – Building Contract	41,430.98	104362
Martin Thomas Associates – M&E Consultants	720.00	104363
City Environmental – Asbestos Refurbishment Survey	696.00	104364
Alan Duncan – window artist	500.00	104365

136. 13/14 **PUBLIC HALL COMMITTEE**
a) The accounts of the Public Hall Committee were presented by the treasurer, Mary Jones. Items of note was a large water bill and the requirements for the installation of a fire alarm system and emergency lighting. A grant has been applied for from LJC
Councillor Bavastock thanked the Committee for their hard work.

b) Councillor Bowles proposed a contribution towards the costs of the fire alarm and emergency lighting system of £200, seconded by Councillor Gaffney who confirmed local support will help the LJC application. **RESOLVED**.

137.13/14 **SNOW WARDENS**
It was proposed by Councillor Bowles that the Town Council undertake a survey on the condition of the grit bins to include any suggestion of locations for additional grit bins. It was noted that Welsh Street should be included for gritting by the quad machine. Councillor Carroll seconded the proposal if the proposal could include that a request is put in the newsletter to ask

- if more grit bins are required or need replacing;
- an explanation on how the grit should be used;
- and to report if the grit bins need topping up.

Councillor Gaffney asked for an amendment that instruction on how to use the grit is not included in the newsletter so as to not encourage misuse of the grit. The amendment was accepted by both Councillors Bowles and Carroll and it was **RESOLVED**.

Councillor Bowles made reference to Kate Adam's email, all Councillors are easily contactable and therefore could be the nominated contact points, Councillor Bavastock added that other residents could be nominated to ensure all parts of the town would be covered.

138.13/14 **USAGE OF THE PLAY EQUIPMENT**
The clerk reported the misuse of the play equipment had been reported to the police. It had been thought that a group of holidaying young people had been responsible for the misuse and aggression towards other users. This group had now left the area and there had been no further reports of this nature.

139.13/14 **PARISH PLAN**
a) The notes including the SWOT analysis were noted. There will be a further meeting of the steering group together with Chris Edwards, Mathew Mead and Councillor Barnes on the coming Thursday.
Councillor Carroll reported that Bishop's Castle and Clun Action Plan is in the process of putting a brief together for a consultant. As some of the parts of this plan will overlap a parish plan a representative from the Town Council will be asked to sit on the steering group. Also Councillor Carroll asked if she can sit on the Town Council steering group to ensure the two plans don't contradict each other. This was agreed.

b) The group will feed back on information required for the CLP kick start following Thursday's meeting.

c) There were no recommendations at this stage.

140. 13/14 **THE COUNCIL'S USE OF FACEBOOK**
a) Councillor Bowles proposed only items agreed by the Town Council should be put onto Facebook and the administration of the site should be by the Town Council office staff. Councillor Wright agreed and asked how the Facebook site differed from the newsletter. Councillor Bavastock stated that Facebook allows people to engage better.
Councillor Carroll asked for an amendment that the agenda and minutes should be posted on Facebook as a matter of course and items that are already in the public domain for consultation such as planning applications, road closures and other consultations can be put onto the site without prior approval. Other individual items should not be highlighted unless the Town Council agrees. Councillor Bowles accepted the amendment.

Councillor Jackson pointed out that Facebook only reaches a small proportion of residents. Councillor Carroll added that Facebook will help reach people who do not read the newsletter.

Councillor Gaffney felt it important not to highlight particular items on Facebook so as not to invite comment, if necessary members of the public can come to a meeting to air their views, that way they are responsible to the Chairman and audience. Councillor Jackson asked if it is possible to put restrictions on comments received, she felt attending a meeting is more personal and therefore members of the public think more carefully about what they say. Councillor Jackson asked if it is possible to not allow any comments on agenda items before a meeting. It would be possible to contact the clerk if necessary and make any views known by this method.

Councillor Farr noted the difference between Facebook and the blog is that the blog's comments were monitored prior to being made public. It was unfortunate that people stopped using the blog when journalists used the comments in press articles without the permission of those posting the comment and did so in such a way the article read that the people had been interviewed by the journalist.

The original proposal was split, it was proposed by Councillor Bowles, seconded by Councillor Carroll only items agreed by the Town Council with the exception of the agenda, minutes and items that are in the public domain for consultation should be put onto Facebook and the administration of the site should be by the Town Council office staff. **RESOLVED**.

Councillor Gaffney proposed all comments are closed on Facebook, i.e. it is not possible to receive public comments from Facebook on any item, seconded by Councillor Jackson. Councillors Bavastock and Carroll disagreed with this course of action as it is useful to gain comments on matters before a meeting. On a vote it was **RESOLVED** 6 votes in favour and 4 against that the facility for the public to comment on Facebook be removed.

c) Is no longer required as members of the public will not be allowed to comment.

d) It was agreed to put onto the Facebook page the details of the Self Build Open Day.

141. 13/14. **PRESS POLICY**
Councillor Bavastock proposed a working party be set up to review the press policy and make any recommendations to the next Town Council meeting, seconded by Councillor Bowles.

Councillor Carroll disagreed with a review taking place stating there is a need to allow Councillors a freedom of expression, any tightening up of the policy would in effect remove this right.

Upon a vote there were 4 votes in favour of forming a working party to review the press policy and 6 votes against, therefore the proposition was lost.

142. 13/14. **KINGS HEAD FOOTPATH**
Councillor Bavastock proposed the Town Council should no longer make a contribution as the work to be carried out is not what was expected. Seconded by Councillor Harris.

Councillor Bowles reported although it was no longer the intention to tarmac the Kings Head Yard, the land owner intended to scrape the top surface off to level out bumps and pot holes and tamper the surface down flat. It was noted that the land owners had not purchased the Kings Head with the land in this condition, the surface had been put down during purchase negotiations and therefore had not been agreed by him. The intended works would make the yard as safe as possible and is likely to cost in the region of £600 to £700. Councillor Bowles proposed the Town Council offer a contribution of £200 towards the cost of works and strong representations to Shropshire Council to install a bollard near to the entrance with Church Street to prevent vehicles using the yard as a cut through.
Councillor Carroll seconded the proposal to make a contribution on condition a bollard is fitted. Councillor Bowles accepted the amendment.

The amended proposal was put the vote first to make a contribution of £200 on condition the bollard is installed and **RESOLVED** with 7 votes in favour, 3 against.

143. 13/14 **BROADBAND PROVISIONS**
It was proposed by Councillor Gaffney to support the campaign to persuade Shropshire Council to give higher priority in its Shropshire Broadband Improvement programme to local hard to reach areas, seconded by Councillor Morris and **RESOLVED**.

144.13/14 **REPRESENTATIVE TO SPARC ADVISORY COMMITTEE**
Councillor Carroll proposed Councillor Bavastock is appointed as representative to the SpArC Advisory Committee, seconded by Councillor Gaffney and **RESOLVED**.

145. 13/14 **REPORTS FROM MEETINGS ATTENDED**
a) ESWS – A positive meeting covering the return to work scheme; and the partnership with SpArC is going well. Business rates have now been applied to ESWS.

b) CLT – There will be a self build open day from 9.00am – 1.00pm on Saturday 14th September in the Three Tuns.

146. 13/14 **CORRESPONDENCE**
The correspondence was noted. With regards ii) report of noise it was noted that music usually finishes at 11.00 pm in the local pubs.

147.13/14 **TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**
Councillor Bavastock proposed that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts, seconded by Councillor Farr and **RESOLVED**.

148.13/14 **STAFFING COMMITTEE**
a) Councillor Carroll proposed the staffing committee minutes from the meeting held on 19th August 2013 are received, seconded by Councillor Bowles and **RESOLVED**.

b) Councillor Gaffney proposed to accept the recommendation of the staffing committee to advertise for a replacement assistant clerk, seconded by Councillor Crowley and **RESOLVED**

c) Councillor Gaffney proposed to accept the recommendation of the staffing committee to appoint Karen Corfield to a temporary post to set up the Farmers Market with a monthly pay of £35 plus mileage allowance, seconded by Councillor Crowley and **RESOLVED**

d) Councillor Gaffney proposed to accept the recommendation of the staffing committee to claw back £50 of overtime payments to the assistant clerk in relation to the CILCA qualification, seconded by Councillor Crowley and **RESOLVED**.

149.13/14 **ARBORIST SURVEY**
Councillor Bavastock proposed appointing DGL to undertake the Arborist survey in the playing fields, seconded by Councillor Carroll and **RESOLVED**.

150.13/14 **TOWN HALL RENOVATIO PROJECT**
Councillor Carroll proposed to appoint EPS to carry out the window vinyl printing, seconded by Councillor Wright and **RESOLVED**.

With no further business the meeting was called to a close at 9.55 pm

Signed Date 8TH October 2013

Bishop's Castle Town Council Meeting

8th October 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 8TH OCTOBER 2013 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.
Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, J. Gaffney, S. Harris, W.J. Morris, I. Wall and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

151. 13/14 **APOLOGIES FOR ABSENCE**
Apologies were received from Councillor Farr who was attending a family celebration, Councillor Jackson who was on holiday and Councillor Price who was taking an examination the following morning. Councillor Wright proposed to note the apologies, seconded by Councillor Gaffney and resolved.

152. 13/14 **DECLARATION OF INTEREST**
a) Declarations of disclosable pecuniary interests
None declared

b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 8 Town Hall Renovation Project and 10 Accounts as they are Trustees of Bishop's Castle Town Hall Trust.
Councillors Bavastock and Harris declared personal interest in item 16.

153.13/14 **APPROVAL OF MINUTES**
With an amendment to remove the words 'so as to not encourage misuse of the grit' in minute 137.13/14 page 45, it was proposed by Councillor Bowles, seconded by Councillor Crowley and **RESOLVED** to approve the minutes of the Town Council meeting held on the 10th September 2013.

154.13/14 **MATTERS ARISING FROM THE MINUTES**
a) From the Town Council meeting dated 10th September 2013.
a)i) The clerk is chasing the return of the logs to the playing fields.
b) Previous meetings
i) The tarmacing contract is to be let to the second choice contractor following the tender process at the start of the year. Councillor Bowles proposed the clerk be given discretion to agree any increase in cost on condition it is within her discretionary amount that can be incurred, seconded by Councillor Wright and **RESOLVED**.
ii) Solar panels – the income of £1,675.23 was noted.

155.13/14 **SPARC THEATRE**
a) Cait Leach and Richard Whately updated the Council on the SpArC Theatre including that ESWS is running the Theatre. It was reported there has been a grant offer of £30,000 towards a sustainable future of the theatre. There is the hope that there could be a formal funding agreement with the Town Council and SpArC theatre, usage statistics show that Bishop's Castle residents make up 50% of the theatre usage.

b) Any funding requirements for the future of SpArC theatre will be considered at a future budget meeting.

156.13/14 **MEMBERS OF THE PUBLIC WISHING TO SPEAK**
a) Wendy Jones objected to the proposal for a touring caravan park on Bishop's Castle Business Park. There has been previous approaches made to Shropshire Council for a camp site on the business park but the response was that the Business Park was not a suitable location for tourists. A site of this nature would require a member of staff on site permanently and the area is not big enough to generate enough profit to pay a full time member of staff.

b) Miranda Stanley felt strongly that the implications of allowing a business of this type to open on the "business park" would be extremely detrimental to future business' moving to this park. Touring caravans are for people to park in touristic/residential areas. Noise, air and smell pollution would be under constant surveillance if this area was allowed for touring caravans. Such a proposal would seriously compromise any further developments. There is an existing sewage works on the perimeter of the business park already. There are already flourishing businesses of this type in the close vicinity: Foxholes, Daisy Bank, Bow House Country Park, Wayside, The Green Caravan Park & Walcot Hall Caravan Park.

c) Miranda Stanley hoped that a meeting will be arranged in the near future between local businesses to discuss the on going litter problems that ensue from the takeaway businesses in particular. Cigarette butts are also in profusion outside these businesses where their clients wait on the pavements outside for their orders to be completed. These too should be swept up at close of business by the takeaway food outlets. The street cleaner is only in town 3 days a week and rarely sweeps the pavements.

157. 13/14 **UNITARY COUNCILLOR**.

- Redundancies are now well under way, 700 staff are taking voluntary redundancy, some quite soon, others will be other the next 12 months.
- The planning department will be thinned out, there will be a need to review how the planning process takes place
- There has been an agreement that a white demarcation line can be put on the entrance to the playing fields at Kerry Lane.
- Most of the investigations are now complete for SAMDev
- The planning officers and business team do not think it is a good idea to allow caravan pitches on the business park. The Business Park group in town themselves reviewed the use of the site and had asked that the business use was extended to allow for office use e.g. solicitors and accountants, any retail should only be a sideline.

158.13/14 **CHANGE ORDER OF BUSINESS**
Councillor Bavastock proposed to alter the order of business to take item 16 next as there are members of the public waiting to hear the discussion, seconded by Councillor Wright and **RESOLVED**.

159.13/14 **PROPOSED TOURING PARK AT CROWGATE**
Councillor Gaffney questioned if this item should be considered at this stage, it would be usual to wait for the planning application to come in first. Councillor Carroll confirmed that the planning officers were advising developers and agents to contact town and parish councils to find out what may be acceptable in the first instance before applications were submitted.

Comments included;

- With regards to the principle of a touring caravan park on a business park, in some instances it could possibly work. The example given shows a mixture of oldie world units together with newer units set in landscaped grounds together with fishing lakes. This would not be the same for Bishop's Castle Business Park
- There has always been a resistance to any residential development on the other side of the A488 in Bishop's Castle.
- A holiday park on the other side of the A488 would mean holiday makers would cross the A488 to access the town, this would not be ideal.
- It is likely that holiday makers would use the cut through in Brick Meadow as a short cut into the town which residents are likely to find is a nuisance.
- The other business owners on the business park have not been spoken to as indicated in the background report.
- There was a concern that a caravan park on the business park would put some business off the site and it may even prevent some types of businesses from taking a unit on the site.

It was proposed by Councillor Wright that the Town Council does not support the principle of land at the business park being used as a caravan touring park. This does not predetermine any future application if received, the full details of which will be considered at that time. Seconded by Councillor Crowley and **RESOLVED**.

160.13/14 **TOWN HALL RENOVATION PROJECT**
a) A written report had been previously circulated, the project manager summarised the following points

- The works are continuing
- The market floor has now been relayed.
- Around 60 people attended the open day, it was a very successful
- Post cards are being delivered inside newsletters inviting residents to complete for inclusion in the time capsule

b) The bank transfers were noted
c) Councillor Wright proposed the HSBC Target 250 BMM account is transferred to the HSBC current account and the account then closed. Seconded by Councillor Carroll and **RESOLVED**.

161.13/14 **ALTER THE ORDER OF BUSINESS**
Councillor Gaffney proposed to alter the order of business to take item 13 SAMDev next as the landowner is present. Seconded by Councillor Bavastock and **RESOLVED**.

162.13/14 **SAMDEV LAND OFF LAVENDER BANK**
Councillor Crowley proposed site BISH014 is not supported due to the concerns over the access from Kerry Lane. Residents are in support of BISH013 and any agreement for support BISH014 would reopen argument for the land at Oak Meadow to be considered. Seconded by Councillor Wright and **RESOLVED**.

163.13/14 **TOWN AND COUNTRY PLANNING ACT**
a) i) 13/03698/TCA – 35 Union Street. Councillor Wall proposed no objection, seconded by Councillor Bavastock and **RESOLVED**.
ii) 13/0373/FUL – Ransford Saw Mills, Station Street. Councillor Gaffney proposed no objection, seconded by Councillor Carroll and **RESOLVED**.

b) 13/01586/FUL – Far Horizons, 22 Upper Broughton. Conversion of barn to holiday let. Permission Granted
c) none

164.13/14 <u>ACCOUNTS</u>		
a) An explanation was given that the wasps nest had been removed from Brick Meadow because it was on land owned by the Town Council and it was near to houses. Councillor Carroll proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Bowles and <u>RESOLVED</u> .		
Staff Costs	£	Cheque
Andrew Wallace - Litter Picking	1,881.85	104366.7,8,9
ESWS Office rental, broadband & centre usage	24.00	104370
Shropshire Council NDR for office in ESWS	455.00	104375
Simon Morray – Farmers Market help	64.00	104371
	30.00	104373
Karen Corfield – Expenses: cable ties and mileage		31.45 104368
Public Hall - Training		45.00 104374
Bullseye Pest Control- removal of wasps nest at Brick Meadow		45.00 104376
Newspaper advert Midlands News Assoc		220.32 104377
Malcolm Lane & Son Ltd – litter bins	1,086.00	104378
Interpublic – repairs to Auction Yards toilets	168.00	104379
Park & Gardens: Grass cutting (for 6 weeks)	540.00	104390
Monument Landscape Services – grounds maintenance (for 6 wks)	726.00	104381
Public Hall Committee – grant towards fire alarm system	200.00	104374
Severn Trent - Water drainage	80.85	104387
VW Electric - street light repair & maintenance	101.07	104388
Mazzars – External Audit	720.00	104382

Town Hall Renovation Project Expenditure
Councillor Wright proposed the Town Hall Renovation Project accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Carroll and **RESOLVED**.

Communities Can – Project Manager, room hire & pamphlet	2,784.60	104383
Harper & Sons – Building Contract	33,239.96	104384
Voiceboxx – designing of web holding page	54.00	104385
SMC Custom Installations – Audio Visual consultancy	504.00	104386

Direct Debits
Councillor Carroll proposed the direct debit accounts be approved, seconded by Councillor Morris and **RESOLVED**.

SWALEC: Electricity for toilets 57.87

165. 13/14 **REPORT OF THE EXTERNAL AUDITOR**
The External Auditor's report stated 'On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

The auditor's wish to draw to the council's attention that in future years they wish to have a more detailed breakdown of significant variances; a review of Standing Orders and Financial Regulations will be undertaken as soon as the new model documents are produced by NALC; and the asset register be updated in relation to street lighting and a valuation other than a nominal £1 should be attributed to the public conveniences.

The report was noted.

166.13/14 **FINANCE WORKING PARTY**
It was noted that last year the grants awarded process did not run smoothly and that there had been some issue over reporting the accounts of applicants in public. There was concern that grants should be discussed in public in order to be open and transparent. A finance working party could assess grant applications to ensure they are complete and required accounts enclosed, the working group can also assess the necessity for a grant.

It was agreed a working party to draft out a budget to be then considered by the council is useful.

It was proposed by Councillor Bowles, seconded by Councillor Bavastock and **RESOLVED** that a finance working party consisting of Councillors Bavastock, Carroll and Harris working with the town clerk will draft a budget for consideration by the council and ensure all grant applications contain all necessary information and the grant application is needed.

167.13/14 **POWER OF COMPETENCE**
Councillor Gaffney proposed the Town Council meets the eligibility to adopt the Power of Competence and that the Power of Competence should be adopted by the Town Council. Seconded by Councillor Carroll and **RESOLVED**.

168.13/14 **PARISH PLAN**
a) and b) The notes of the meetings had been circulated. Councillor Bowles summarised the new National Planning Policy Framework put in place a presumption of favour for sustainable development and would remove a lot of planning red tape. There is the ability for local communities to influence planning by preparing a Neighbourhood Development Plan. This involves a referendum for which a set percentage must respond and the Planning Inspectorate must agree. Shropshire Council has developed an alternative called a Community Led Plan. There have been recent examples of both types of plans. Councillor Gaffney confirmed the working group had not taken a view of which direction is more appropriate to the town. The working group is asking for the principle of forming a steering group taken from a range of different groups to look at the values of the town.

c) Councillor Bavastock proposed the action plan should be approved, seconded by Councillor Crowley and **RESOLVED**.

169. 13/14 **LITTER FROM BUSINESSES**
It was suggested that the organisers of festivals also be invited to a meeting to discuss litter. It was reported there had been a lot of litter following the Michaelmas Fair and this year only 1 litter picker from Shropshire Council was sent to litter pick for 1 hour, last year there had been 2 litter pickers for two hours. Councillor Carroll noted that Kate Adams had previously told organisers not to clear up after themselves, Shropshire Council will do it. The clerk was asked to write to Kate Adams for confirmation of this.
It was noted that the take away business may choose to not send a representative to a meeting. It was proposed by Councillor Bavastock that the Town Council does facilitate a meeting between business owners and Kate Adams is convened to discuss litter problems. Seconded by Councillor Carroll and **RESOLVED**.

170. 13/14. **ROAD CLOSURE ORDER FOR CHRISTMAS LIGHTS FESTIVAL**
It was noted the road closure order signs had not been correctly displayed by Shropshire Council for the Michaelmas Fair. Councillor Wright proposed that support be given for this application on condition the road closure signs are put out properly. Seconded by Councillor Bowles and **RESOLVED**.

171. 13/14 **REPORTS FROM MEETINGS ATTENDED**
a) SpArC Theatre Group - Nothing further to report following the presentation from Cait Leach and Richard Whately.

b) Allotment Inspection – the way the allotment holders are working together and the way they are being run is impressive.

c) Farmers' Market – written report circulated. The clerk reported the suggestions would be passed onto the Trust for their attention and the matters discussed further with Karen Corfield.

d) Self Build Day – 28 people attended the event, many were interested in the possibility of self-building in rural exception sites around the town.

172.13/14 **ITEMS FOR FACEBOOK**
Post cards for the Time Capsule
Volunteers for planting and/or weeding in the playing fields or donations of plants.

173. 13/14 **CORRESPONDENCE**
The correspondence was noted.

174.13/14 **TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**
Councillor Wright proposed that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Councillor Carroll and **RESOLVED**.

175.13/14 **APPOINTMENT OF ASSISTANT CLERK**
Councillor Carroll proposed to accept the recommendation of the staffing committee to appoint Meg Gwilliam as assistant clerk. Meg Gwilliam is an experienced parish clerk at Hopesay Parish Council, seconded by Councillor Bowles and **RESOLVED**

It was agreed feedback should be given to the other shortlisted candidate.

With no further business the meeting was called to a close at 9.30 pm

Signed Date 5th November 2013

Bishop's Castle Town Council Meeting

5th November 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 5TH NOVEMBER 2013 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.

Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S.A. Farr, J. Gaffney, S. Harris, A.M Jackson, W.J. Morris and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

176. 13/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Price who was working and Councillor Wall who is unwell.

177. 13/14 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests

Councillors Bavastock and Wright declared pecuniary interests in item 13 review of income streams, as they advertise in the Town Council newsletter.

b) Declarations of Personal Interest.

Councillors Bavastock, Bowles and Farr declared personal interests in item 8 Town Hall Renovation Project and 11 Accounts as they are Trustees of Bishop's Castle Town Hall Trust.

Councillor Morris declared an interest in item 8 Town Hall Renovation Project as he is on the Project Board.

Councillor Gaffney declared a personal interest in item 18, use of Harley Jenkins car park, as he has a high sided working vehicle which is sometimes parked on this car park.

Councillors Bowles declared a bias in item 14, grant applications, because she is a Trustee of the House on Crutches Museum Collection Trust.

Councillors Crowley, Carroll and Jackson declared a bias in item 14, grant applications, because of their involvement with organisations that had applied for grants.

178.13/14 APPROVAL OF MINUTES

It was proposed by Councillor Gaffney, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Town Council meeting held on the 8th October 2013.

179.13/14 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 8th October 2013.

i) Tarmacing. The contract has been let, the cost remains unchanged

ii) Litter from businesses. A meeting is to be arranged for the afternoon of Monday 25th November.

b) From previous Town Council meetings

i) Non Domestic Business Rates, a refund has been made for the Town Hall and Town Hall public toilets for this year.

ii) Election Costs from May 2013 will be £100. This will be invoiced in April 2014

iii) Street lighting scheme – Bull Lane and Kerry Green street lights have now been adopted by Shropshire Council.

180.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK

a) Sue Willmer: This will be the third Arts Festival, it was started to help get more visitors to the town during February which can be traditionally a quiet time of the year. The Festival show cases the immense talent in Bishop's Castle. The organisers try to keep everything either free or a low entry cost. The grant will contribute towards paying for artists, flyers and advertising.

b) Mr Gwyther: The festivals in the town have an adverse impact on Gwyther's shop because people drinking congregate outside the shop and sit on the steps preventing or restricting customers from entering the shop. During the 2013 Michaelmas Fair Mr Gwyther's window was broken, this has actually cost over £5,200 worth of damage and trade dropped over the following week by over £1,000. Mr Gwyther has made a substantial investment in the town, over the years has suffered from 8 broken windows and feels the drinking of alcohol in the street needs to be addressed.

181.13/14 DESIGNATED PUBLIC PLACE ORDER

Sgt Adrian Woolley addressed the council summarising what a DPPO would allow the police to do. Sgt Woolley stressed that a DPPO is not a banning order and would not be effective for festivals as it would not prevent the streets from filling up, therefore it is not the most appropriate course of action. There are other police powers that can be used instead, e.g. section 27, although his preference is that licensees behave more responsibly and stop serving alcohol if there is likelihood of disorder occurring. Sgt Woolley stated there have been other reports of disorder other than during festivals.

Councillors stated that following the 2012 Beer Festival the licensees had worked together to limit the potential for disorder and had demonstrated acting responsibly. Councillor Gaffney understood that during the Michaelmas Fair the licensee of the Kings Head had demonstrated acting responsibly by stopping to serve alcohol and that he was later seen outside Gwythers' shop, it was thought he was trying to assist.

It was acknowledged that Mr Gwyther's business is important to the town and there was sympathy for his plight.

It was agreed the best course of action is for a meeting to be convened with licensees (including off licensees). Councillor Bavastock confirmed the Town Council would like to be involved in any future meeting.

182. 13/14 UNITARY COUNCILLOR.

- Planning – at the moment the 3 planning committees will continue but will meet at Shirehall. This will be reviewed in 6 months. There is a target that more than 96% of planning applications should be dealt with by delegation and therefore applications will only go to a committee if there are strong material planning considerations evident. In addition the planning committee will expect attendance by a member of the council.
- There is currently no enforcement officer for the area.
- Grit bins have been agreed for Corporation Street and Corricks Rise.
- There will be a meeting of the Fire Authority at 6.00 pm on Friday 29th November in Clun to discuss the possible closure of Clun Fire Station.

183.13/14 TOWN HALL RENOVATION PROJECT

a) The Project Manager's report was tabled and summarized. A copy of the report is appended to the minutes.

b) It was proposed by Councillor Carroll to appoint Rosemary Collie to carry out an evaluation of the project, seconded by Councillor Farr and **RESOLVED**.

184.13/14 MAYOR'S ANNOUNCEMENTS

The fund raising calendar is now on sale for £6.50. All proceeds will be split evenly between Bishop's Castle Primary School and AMP.

185.13/14 TOWN AND COUNTRY PLANNING ACT

a) i) 13/04216/TCA – The Limes, Church Street. To reduce tree heights to achieve 1m clearance from conductors. It was proposed by Councillor Bavastock to make no objection, seconded by Councillor Morris and **RESOLVED**.

ii) There were 3 new applications received since the agenda was issued, an extension of time would be requested to enable these applications to be dealt with.

b) i) 13/03698/TCA – 35 Union Street. No objection

ii) 13/03731/FUL – 34 Union Street, erection of two storey extension. Permission granted.

c) none

186.13/14 ACCOUNTS

a) Councillor Farr proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Gaffney and **RESOLVED**.

	£	Cheque No.
Staff Costs	2,177.10	104391-394&413
Andrew Wallace - Litter Picking	24.00	104396
ESWS Office rental, broadband & centre usage	215.00	104395
Shropshire Council NDR for office in ESWS	64.00	104397
Shropshire Council NDR for Town Hall and Town Hall toilets	(1,730.03 r)	
Simon Morray – Farmers Market help	30.00	104398
Karen Corfield – Expenses: cable ties and mileage	26.64	104393
Diane Malley – Expenses: refreshments for training event	3.80	104399
SALC – Fundamentals training	100.00	104400
Viking – stationery	102.34	104401
Royal Mail – mail redirection	195.00	
COS – photocopier use	72.85	104402
Mace Bearers – Remembrance Day parade	60.00	104403
Park & Gardens: Grass cutting	340.00	104404
Monument Landscape Services – grounds maintenance	314.00	104405
Royal British Legion - wreath	25.00	104406
Kings Head : contribution towards resurfacing	200.00	104421
V&W Electrics – repairs and maintenance to street lighting	101.07	104407
Bishop's Castle Building Supplies	36.56	104411

Councillor Bowes proposed the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**

Town Hall Renovation Project Costs	£	Cheque No.
Communities Can – Project Manager, Michaelmas Fair stall	2,512.50	104408
Harper & Sons – Building Contract	79,260.48	104409
Alan Duncan – Window Artist	325.00	104410
Midlands News Association	450.00	104412

Councillor Wright proposed the direct debit be approved for payment. Seconded by Councillor Jackson and **RESOLVED**

Direct Debits

BT – telephone including redirection of phone line costs

257.20

187.13/14 TO RECEIVE THE HALF YEAR FINANCIAL MONITORING REPORT

The clerk highlighted areas where there was variances including Town Hall costs, this was due to the fact a refund is forthcoming for business rates. It was noted that expenditure needs to be monitored on the public toilets. It was expected that no more income would be received from the Flea Market this financial year. Councillor Gaffney asked if the Town Hall Renovation project figures can be separated out for future monitoring reports to enable Councillors to see more readily the true income and expenditure of the Town Council.

It was proposed by Councillor Bavastock to receive the report, seconded by Councillor Wright and resolved.

188.13/14 BUDGET 2014/15

a) Budget headings for inclusion should include the Parish Plan and SpArC.

b) It was proposed by Councillor Wright to leave the allotment income levels as they are, seconded by Councillor Carroll and **RESOLVED**.

c) Councillors Bavastock and Wright left the room.

It was proposed by Councillor Farr to leave the Newsletter advertising charges at £30 plus VAT, seconded by Councillor Gaffney and **RESOLVED**.

Councillors Bavastock and Wright returned to the room

189.13/14 GRANT APPLICATIONS

It was proposed by Councillor Gaffney to award the following amounts:

KSLI Memorial Appeal	£30
County Air Ambulance Trust	£50
House on Crutches Collection of Museums	£100
Pathways Inspirational Development CIC	£90
Bishop's Castle PPP (P3) group	£250
Bishop's Castle Christmas Lights Festival	£350
Bishop's Castle Arts Festival	£200
Crucial Crew	£100

This would leave £50 each if the Tennis Club or Youth Club disco do make an application

Seconded by Councillor Wright and **RESOLVED**.

190.13/14 MAINTENANCE OF TOWN HALL BELLS AND CLOCK

An inspection of the Town Hall clock and bells had been carried out by Smith of Derby who are specialist company, a report had been received and circulated recommending maintenance to the workings, bell wires and hammers. It may be a possibility this work can be met by the Town Hall project. It was agreed to leave the matter on the table subject to consideration by the project board.

191. 13/14 PARISH PLAN

a) A report had been circulated recommending a new parish plan is undertaken. It was noted there will more of a requirement to use the plan in respect of ensuring there is a clear material planning element in order to protect the town.

b) Councillor Carroll proposed the working group be given permission to set up a steering group in the new year and approach people in the community to work on the steering group. This includes launch events. Seconded by Councillor Bavastock and **RESOLVED**.

c) It was agreed that Councillor Carroll will liaise with the clerk to respond to the annual place plan review using Councillor Bowles' comments as a base.

192. 13/14. REPRESENTATIVE FOR BISHOP'S CASTLE AND CLUN TOURSIM ACTION PLAN

Councillor Jackson volunteered to be the Town Council representative for Bishop's Castle and Clun Tourism Action Plan, Councillor Bowles proposed acceptance, seconded by Councillor Wright and **RESOLVED**.

193.13/14 USE OF HARLEY JENKINS STREET CAR PARK

This complaint had come about because of two large camper vans that had been parked on the car park without moving for some time, these both belong to local residents and had now been moved. Councillor Gaffney reported that occasionally high sided working vans are parked temporarily on the car park instead of on the High Street and these vehicles should not be prevented from using the car park on a temporary basis. Councillor Carroll agreed that shop owners do not want large vans parked outside their shop.

It was agreed to leave this item on the table.

194.13/14 DOG CONTROL ORDERS

a) Councillor Wright proposed the new Dog Control Orders are noted and received, seconded by Councillor Bavastock and **RESOLVED**.

Anybody wishing to be trained in issuing Environmental Crime reports should contact the clerk.

195.13/14 GRIT BINS

Requests had been received to place grit bins in the following locations:

- Top of Oak Meadow
- Between Welsh Street Gardens and Market Square
- Top of Castle Street
- Entrance slope to playing fields off Union Street
- Wide sloping footpath that runs between No.19 & 21 Brick Meadow

The list was passed to Councillor Barnes for attention.

196. 13/14 REPORTS FROM MEETINGS ATTENDED

a) Compassionate Communities at Stone House Hospital. Working with volunteers to visit elderly people or people in need.

b) PACT: A report had been received from Mathew Mead. The padlocked gate to Enterprise House has been broken into and a trailer stolen. There has been a second attempt to break into Enterprise House since. Ransfords and the Public Hall have also been targeted. There will be an agenda item to appoint a PACT representative will be on the next agenda.

c) LJIC:

- The grant application for the Public Hall committee and work in Bishop's Castle library had been passed.
- There will £3,000 to £4,000 left to allocate before the year end. It is not yet known if any funding will be available for the next financial year.
- A presentation was received from the police who confirmed there were recent rural thefts of farm equipment in the area.
- There was discussion following a talk from the Health Commissioning Body. Currently two hospitals service the area although there are not enough people to justify this. There was concern at the time taken for ambulances to reach patients however the Health Commissioning Body insist it is the quality of the treatment and equipment available on arrival at hospital that is most important. There is an estimation that at the current rate there will be a national shortfall of £30 billion a year by 2015. There is a public consultation on line called "The great debate".
- Faster broadband for rural communities was discussed.

196.13/14 ITEMS FOR FACEBOOK

Compassionate Communities

Report on criminal reward training

Report on grants awarded

Christmas lights festival

197. 13/14 CORRESPONDENCE

The correspondence was noted.

198.13/14 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Wright proposed that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Councillor Carroll and **RESOLVED**.

199.13/14 ADVERTISING OF THE FARMERS' MARKET

Councillor Gaffney proposed to pay the temporary markets co-ordinator an additional 2 hours a month to assist in the promotion of the Farmers' market, seconded by Councillor Wright and **RESOLVED**

With no further business the meeting was called to a close at 9.55 pm

Bishop's Castle Town Council Meeting
3rd December 2013

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 3rd DECEMBER 2013 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.
Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S.A. Farr, J. Gaffney, S. Harris, A.M Jackson, D. Price, I Wall and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

200. 13/14 APOLOGIES FOR ABSENCE
Apologies were received from Councillor Morris who was working.

201. 13/14 DECLARATION OF INTEREST
a) Declarations of disclosable pecuniary interests
Councillors Carroll declared pecuniary interests in item 9 a) v) and vi) planning applications as they relate to her property.

b) Declarations of Personal Interest.
Councillors Bavastock, Bowles and Farr declared personal interests in item 7 Town Hall Renovation Project and 10 Accounts as they are Trustees of Bishop's Castle Town Hall Trust.
Councillor Jackson declared a personal interest in item 14, as she is a member of the tennis club.
Councillors Carroll declared a personal interest in item 17, as she is a member of the Town Twinning Association.

202.13/14 APPROVAL OF MINUTES
With the correction of Councillor Bowles' name under minute 186.13/14 and correction of the name to The House on Crutches Museum Collection Trust in minute 189.13/14 to it was proposed by Councillor Gaffney, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Town Council meeting held on the 8th October 2013.

203.13/14 MATTERS ARISING FROM THE MINUTES
a) From the Town Council meeting dated 5th November 2013.
i) Police and Licensees meeting, notes were circulated.
b) From previous Town Council meetings
i) Community Litter meeting – the notes would be circulated to all businesses that had been invited to the meeting.
ii) Skate Park – The company who will installing the skate ramp has requested a payment of 50% upon completion of the installation. The remaining 50% would be invoiced as per their usual terms. Councillor Wright proposed this course of action would be acceptable, seconded by Councillor Price and **RESOLVED**.

204.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK
There were no members of the public wishing to speak.

205.13/14 UNITARY COUNCILLOR

- The proposed development at Kerry Green had been refused by the Southern Planning Committee
- A strategic three year business plan had been put to cabinet. There wasn't much sustenance to the document; Councillor Barnes' question were not allowed.

206.13/14 TOWN HALL RENOVATION PROJECT

- The scaffolding is now down
- Handover date is still set at mid February although there will be some external works after the handover of the building.
- The pointing has been inspected by Colin Richards and English Heritage, it is currently not the finished product
- The date for the burial of the time capsule is 17th December
- There will be a target 250 table set up in the site office during the Christmas lights festival.
- Enquiries have started to come in regarding the Town Hall as a venue
- Interviews had taken place during the day for the Town Hall Manager's post, there is a preferred candidate
- The project remains within budget
- The Highways works are likely to take up to 4 weeks.

207.13/14 MAYOR'S ANNOUNCEMENTS
The fund raising calendar is now on sale for £6.50. All proceeds will be split evenly between Bishop's Castle Primary School and AMP.

208.13/14 ALTER THE ORDER OF BUSINESS
Councillor Bavastock proposed to move item 15 to be dealt with next as members of the public had come to listen to this item, seconded by Councillor Carroll and **RESOLVED**

209.13/14 SEVERN TRENT BRICK MEADOW ACCESS
Councillor Gaffney proposed that more information is needed as to why access needs to be gained, the information given doesn't make the case for the proposed works. Councillor Bavastock asked for an amendment that a site meeting should be arranged with the officer from Severn Trent, the amendment was accepted by Councillor Gaffney. Councillor Carroll seconded the proposal and it was **RESOLVED**.

210.13/14 TOWN AND COUNTRY PLANNING ACT
13/04313/FUL, extension to wood store building, Ransford Sawmills, Station St; Councillor Carroll proposed no objection, seconded by Councillor Price and **RESOLVED**
ii) 13/04366/FUL, erection of steel portal frame extension to industrial unit, Pathway Intermediates Ltd, Unit 3 Love Lane Industrial Estate; Councillor Carroll proposed no objection, seconded by Councillor Bowles and **RESOLVED**
iii) 13/04419/LBC, erection of partitions for ensuite to bedrooms etc, Castle Hotel; Councillor Bavastock proposed no objection, seconded by Councillor Wright and **RESOLVED**
iv) 13/04554/TCA, crown reduce mature Oak tree, High Trees, Bull Lane; Councillor Wall reported there are branches leaning across the road and the top of the tree has tall thin branches. It is the understanding that there will only be 15% reduction. Councillor Wall proposed no objection, seconded by Councillor Jackson and **RESOLVED**
Councillor Carroll left the room.
v) 13/04404/TCA, fell Leyland Cypress tree, Old Time, 29 High St; Councillor Wall proposed no objection, seconded by Councillor Gaffney and **RESOLVED**
vi) 13/04259/LBC, installation of solar panels to roof, Old Time; Councillor Bavastock proposed no objection, seconded by Councillor Crowley and **RESOLVED**

b) i) 13/04216/TCA – The Limes, Church Street. Tree works. No objection.

c) Enforcements
NONE

211.13/14 ACCOUNTS
a) Councillor Carroll proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**.

	£	Cheque No.
Staff Costs	2,874.58	104438-42
SLCC Annual Membership	165.00	104422
Andrew Wallace - Litter Picking	24.24	104423
ESWS Office rental, broadband & centre usage	215.00	104424
Shropshire Council NDR for office in ESWS	64.00	104425
Shropshire Council, 3rd quarter energy contract	402.01	104426
Simon Morray – Farmers Market help	30.00	104427
Karen Corfield – Expenses: mileage	10.82	104428
COS – new toner	10.74	104429
Diane Malley – phone top up for Town Council mobile (Andrew Broome)	10.00	104430
DGL Environment Ltd – Tree survey	575.00	104431

With the addition of an invoice for RCCS (Marches) for £412.80 Councillor Wright proposed the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Jackson and **RESOLVED**

	£	Cheque No.
Town Hall Renovation Project Costs		
Communities Can – Project Manager (includes postcard printing costs, Cost of selling windows and PR support)	3,126.01	104433
Martin Thomas Associates Ltd, consultancy as agreed	864.00	104436
Bowen Consultants Ltd, consultancy as agreed	1,671.00	104435
Harper & Sons – Building Contract	85,148.47	104434
Ridgequest - Time Capsule	390.00	104432
RCCS (Marches) Ltd	412.80	104437

Councillor Farr proposed the direct debit be approved for payment. Seconded by Councillor Crowley and **RESOLVED**

Direct Debits	
British Gas	
NPower	141.08
NPower (playing field)	202.91
	73.94

212.13/14 ALTER THE ORDER OF BUSINESS
Councillor Gaffney proposed to move item 19 next, seconded by Councillor Bavastock and **RESOLVED**.
212.13/13 PARISH PLAN

There had been advice received that a formal launch to form a steering group was not always best practice as often members of the community who would not want to attend such an event but could contribute to the parish plan could be missed. It was requested that an open invitation to join a steering group should be delivered in the newsletter, the invitation would extend to businesses and interest groups. It was proposed by Councillor Bavastock to go ahead with the invitations, seconded by Councillor Carroll and **RESOLVED**.

Although a grant is available for the formation of the steering group and the development stage, it is dependent on match funding therefore there was a request that consideration be given to some budget provision.

213.13/14 BUDGET AND PRECEPT FOR 2014/15
The draft budget had been previously circulated.

Councillor Gaffney reported that it is likely that the LJC would not have any funding for grants in the next financial year and therefore the community would look for support from the Town Council. He would like to see £500 put into the budget for the parish plan and the grants budget increased to £5,000.

Councillor Bavastock said she could not agree with raising the precept any more than the draft budget allowed, she felt projects should be more self-sustaining and pointed out that residents are already struggling. Councillor Price said grants are too easily given out to projects with no business plan.

Councillor Carroll agreed with Councillor Gaffney adding that often it is difficult to secure grant money from outside funders unless there is community support, i.e. the local town/parish council has supported it. She suggested a compromise of £300 for the parish plan and £4,000 for the grants budget.
Councillor Gaffney said that the provision for SpArC wasn't fully needed for the year and therefore proposed that the provision for SpArC be reduced to £500, a budget of £250 is included for the parish plan and the grants budget is increased to £4,000. This proposition would raise the precept by a further £2,250 to £57,865 (including any Council Tax Support Grant). It would be expected working on the current year's tax base figures and assuming a Council Tax Support Grant reduction of 10.4% that this would work out at approximately £88.88 per household per year which would be an annual increase of £9.94. Seconded by Councillor Carroll.

Councillor Bavastock proposed an amendment to retain the precept as per the draft budget, to reduce the SpArC heading to £500, put £250 into the parish plan and increase the grants budget to £1,750. Seconded by Councillor Price.

Upon a vote the amendment was lost on 2 votes to 8 with 1 abstention.

The proposition to reduce the SpArC budget to £500, include £250 for the parish plan and increase the grants budget to £4,000 was put to the vote and was **RESOLVED** with 8 votes in favour and 3 votes against (those voting against were Councillors Bavastock, Harris and Price).

214.13/14 TOWN COUNCIL REPRESENTATIVES
a) *Pubwatch* – Councillor Price is already the chairman on the Pubwatch scheme and therefore offered to also be the Town Council representative. It was felt there could be a conflict of interest if this was the case. Councillor Crowley volunteered to be the representative but may not be able to attend meetings around March 2014 for a few months as she is expecting a baby then. Councillor Harris proposed Councillor Crowley is appointed as Town Council representative and he offered to be the substitute if Councillor Crowley is unable to attend, seconded by Councillor Carroll and **RESOLVED** with 1 abstention.

b) *PACT* – Councillor Price confirmed he had sent his apologies to both PACT meeting so far as the meeting clashed with work commitments, he did confirm he would attend future PACT meetings. It was proposed by Councillor Carroll that Councillor Price continues as PACT representative, seconded by Councillor Bavastock and **RESOLVED**.

215.13/14 CHRISTMAS LIGHTS
Although it was noted Councillor Price does have some spare bulbs for the Christmas Lights, Councillor Crowley reported the lights are not economical to run, they are not low energy; there are a large number of bulbs that need to be replaced each year. The plan is to purchase new LED lights for next year and by saving £800 - £1,000 this year in not putting the old lights up, this could be put towards the purchase of new lights.
Councillor Bavastock proposed the old Christmas lights are sold and the funds gained from the sale is contributed towards new lights for next year. The sale of the lights be advertised locally in town on notice boards, Facebook and the newsagents window. Offers should be invited. Seconded by Councillor Gaffney and **RESOLVED**.

216.13/14 GRANT APPLICATIONS
It was proposed by Councillor Bowles to award £50 to the tennis club and £50 to the youth club disco once the application has been accepted. A letter should be sent to the Citizen's Advice Bureau to ask that they apply early in the new financial year. There is insufficient remaining in the budget to allow any donation to Marie Curie cancer care this year. Seconded by Councillor Carroll and **RESOLVED** with 1 abstention.

217.13/14 TREE SAFETY SURVEY
Councillor Carroll proposed the recommendation of the clerk is accepted that all the work highlighted as high priority or recommending the removal of a tree should be carried out this financial year, the remaining items will be scheduled for the next financial year. Seconded by Councillor Bavastock and **RESOLVED**.

Councillor Wall reported he had recently met with Jon Bielstein, an Education Officer with the Stiperstones & Skendon Hill Country Landscape Partnership Scheme. The organisation would like to carry out a hedge laying project around the core of the playing fields. It was agreed the playing fields working party could meet to discuss this and the matter then be brought to a future agenda.

218.13/14 TOWN TWINNING TREE
It was proposed by Councillor Bowles to give retrospective permission to plant the Town Twinning anniversary tree on the allotment site in a communal location. Seconded by Councillor Jackson and **RESOLVED**. It is understood the Town Twinning Society has asked if the Town Council will supply a plaque for the tree, this is to go onto a future agenda.

219. 13/14 100TH ANNIVESARY OF WWI (1914-2014)

Suggestions of suitable locations included a bed in the playing fields, somewhere on the Castle site, in school grounds or on the verge of The Wintles. It was proposed by Councillor Gaffney to forward the suggestions to those having responsibility for the areas and see what comes back, seconded by Councillor Carroll and **RESOLVED**.

220. 13/14 REPORTS FROM MEETINGS ATTENDED
a) ESWS – a written report was circulated
b) SpArC Advisory Committee - a written report was circulated
c) Public Hall Committee - a written report was circulated
d) Fire Service Meeting - a written report was circulated. In addition Councillor Bowles reiterated it is very impressive what is achieved on the current budget for Shropshire Fire and Rescue Service. This is achieved by using a large number of retained Fire Officers.
Clun Fire Station serves Clun Valley but may also be directed to Bishop's Castle on occasions, e.g. it was used when the Bishop's Castle fire engine would not start. Stations quite often back each other up for larger fires or incidents.
By closing the fire station at Clun this would put extra strain on surrounding stations to serve a larger area and will put members of the public and fire officers at risk due to increased response time and lack of support for larger incidents. The same is similar to proposed closures over the borders in Wales and Herefordshire.
Councillor Bavastock proposed the Town Council write to the project to close Clun Fire Station. In addition the Powys Fire Authority should be written to to object to the proposed closure of Knighton and Montgomery Fire Stations. Seconded by Councillor Wright and **RESOLVED**.
e) Pubwatch – A pubwatch scheme had already been in existence but has now been formalised with policies drawn up. However during the meeting Sgt Woolley said that Licenses customers were not allowed to take open vessels of alcohol onto the streets, and therefore customers can no longer pass from one pub to another carrying their drinks with them. Councillor Price reported his solicitor has written to Sgt Woolley to request proof and reasons to make such a requests as this has not been applied for 30 years. Sgt Woolley had intimated that if licensees did not abide by this then he would call for a review of licences. It was noted that members of the police had carried out a licensed premises check on the pubs in town over the previous 2 Fridays.

221.13/14 ITEMS FOR FACEBOOK
Christmas Lights
Planting poppies for WWI 100th Anniversary
Fire Service Consultation.

222. 13/14 CORRESPONDENCE
The correspondence was noted.

With no further business the meeting was called to a close at 10.00 pm

Signed Date 7th January 2014